

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 30, 2022, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Present were Board Members: Paulette Simecka, Joan Johnson, Peggy Adams; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Pat Weixelman, Pottawatomie County Commissioner. John Simecka and Gerard Kleinsmith, St Marys City Council Member were also present. Board Member Alicia Matson arrived at 5:39 p.m. and Richard Binsfeld, St Marys City Council Member arrived at 7:05 p.m.
- PUBLIC COMMENT: Pam Bales motioned to move the Public Comment up on the agenda, in order to allow Mr. Kleinsmith to speak. Paulette seconded and the motion carried. Mr. Kleinsmith spoke briefly about his concerns regarding PWRL's operation and governance. Mr. Kleinsmith concluded that he would vote to renew the library's lease for the time being, but expressed interest in continuing the discussion between the St. Marys City Council and the PWRL Library Board of Trustees.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Peggy Adams seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE October 25, 2022 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None.
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Pottawatomie County in the amount of \$17,693. Of that amount, \$14,679 was allocated to the General Fund and \$3,014 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Joan Johnson seconded the motion, and the motion carried.
- NCKL REP. REPORT:
- The next NCKL Executive Committee Meeting is scheduled to be held on December 1, 2022.

- NCKL is introduced a new grant opportunity for taxing libraries. They are offering to fully fund NCKL Taxing Libraries cost for joining the Sunflower eLibrary Statewide Consortia that offers libraries access to eBooks and digital audiobooks for their patrons. PWRL as a contracting library will not be eligible for this grant, but we may be able to join a new NCKL Sunflower eLibrary subgroup and as such realize additional cost savings and increased access. Judith will keep an eye on development to see if it's something that can of benefit to our Library.
- DIRECTOR'S REPORT: Judith reported on PWRL has received funding from the Notable Book Grant offered by the Kansas State Library. The grant is designed to reimburse the cost of books from the annual Kansas Notable Book List purchased by Kansas Libraries.
- Judith reported on another initiative from the Kansas State Library called, "I Love My Kansas Library". The goal of this initiative is to increase the awareness and support for all libraries in Kansas. Various marketing resources have been shared to support this initiatives that can be customized and used at the local level.
- PWRL received tremendous support as we worked through our recent negotiations on the lease agreement for the St. Marys Headquarters Library. Cards, gifts, emails, and calls of support from all kinds of people were very much appreciated. Two notable examples were a lovely card we received from the Garnet Public library, and a special delivery of fancy chocolate to help sustain and cheer up the library staff.
- PWRL staff have been working to replace and upgrade various equipment that was lost or damaged in the ceiling collapse at our Alma location. One highly visible change was new big screen TV's that have been placed near both the front and back that can be used for programing and marketing displays. The upgrade was so well received that additional devices were purchased and have been installed at each branch location.
- The discovery of bedbugs at the PWRL Eskridge Branch Library has been contained. The Bug Hounds, a company from Wamego, was hired to investigate and was able to locate all the problem areas. Staff was then able to treat those areas, and they continue to examine all new items as they come in to the Library so that we can stay ahead of any future problems.
- Judith reported that the Library has purchased Keurig coffee machines and each PWRL location is working on ideas for adult programing that include new community coffee options. Staff at St. Marys are developing a patron led craft program series called "Talkin Time". A topic will be chosen each week and attendees will be presented with a short informational program to go along with the general opportunity for socializing at the library.
- PWRL has added a new pair of professional grade binoculars. This equipment will be processed and cataloged. It will then be made available for patrons to borrow. It will

then join PWRLs collection of things that already offers a professional grade telescope, cake pans, Chromebooks, kids Amazon Fire Tablets, hotspots, and Roku streaming devices.

- UNFINISHED BUSINESS:
- ST MARYS LEASE AGREEMENT: Judith reported to the Board on the status of the negotiations on the lease for the building housing the St. Marys headquarters Library. John Simecka, who was a member of the St. Marys City Council at the time that the building was renovated for the purpose of housing the Library, agreed to speak for the Library at the St. Marys City Council Meeting on November 15th. A letter was sent to the St. Marys City Council prior to that meeting basically stating that the Library has followed all the rules and obligations that are required of any public library and that we are respectfully asking that our lease be renewed.
- The discussion at the November 15 City Council Meeting drew 100+ people from the community who spoke on both sides of the question. The St. Marys Literary Club offered support to the Library prior to the meeting by posting an informational petition on Change.org describing the situation. There was also a good deal of media coverage in local newspapers, radio, and television. The St. Marys City Council chose to table the discussion on the Library Lease Agreement until their December 6, 2022 Council Meeting.
- LIBRARY STAFFING: Judith reported to the Board that, to date, she have worked a total of 4,176 hours for the Library in 2022. This is more than double the 2080 hours that are regularly scheduled for this position. She has also been unable to take any of the 176 hours of vacation leave time that was earned in 2021 for use in 2022 because of the continuing challenges and deadlines that the Library has faced this year. Per PWRL policy this annual leave time will be lost at the end of the year.
- There will be some changes in staffing at the Library next month. Jordan Abitz, who has been working as a Substitute since August, has been hired for the Onaga Branch Librarian Position starting December 1, 2022.
- Hannah Harper, the previous Onaga Branch Librarian, returned in November from maternity leave. She has now been hired for the PWRL Bookkeeper/Secretary position that has been open at St. Marys for the past three months. Hannah will be working remotely the majority of the time and will bring baby Josephine with her to work when she does come in to St. Marys. Judith is very excited to have her help, and is working on setting up a laptop with screen connect to make it possible to manage the accounting work from home.

- **ALMA BRANCH RECOVERY EFFORTS:** New furniture and equipment has been purchased for the Alma location as mentioned above. Items replaced include computer chairs, patron reading chairs, a couch, storage cart, network cabinet, network equipment, rugs, patron desk, work table, and speakers and sound bar to use with the new 85" TV. Funds from the insurance claim will cover the cost of all of these purchases.
- PWRL has applied for additional funding through a Wabaunsee County Seed Grant. We are hopeful that these funds will be approved and they can go toward replacing some library shelving in the children's area. We also hope to add an automatic door opener to the front entrance at Alma, and possibility add some additional lighting in the adult stack area. We should hear more about the status of this grant by the end of the year. The Grand Re-Opening for the PWRL Alma Branch Library has been scheduled as part of the annual holiday celebrations at this location. Lori Beth is working on planning for this event and is hoping to put together a slideshow with pictures that span the aftermath of the ceiling collapse and progressing through the move out, repairs, and return to the library. The date for the party has been set for Friday, December 16th. Everyone is invited!!
- **NEW BUSINESS:**
- **ESKRIDGE LEASE AGREEMENT:** Judith has been told unofficially that John Whitaker, the owner of the building housing the PWRL Eskridge Branch Library, has sold the building to his bother William. John has not returned the signed copy of the lease agreement approved by the Board earlier this year. After discussion Pam Bales moved that the Board approve a change in the lease agreement with only the name of the owner changed in order to accommodate for this situation. Peggy Adams seconded the motion and the motion carried.
- **ECF/E-RATE TECHNOLOGY PROJECTS:** PWRL have finally received promised funding from the Emergency Connectivity Fund (ECF) that will be used to renew the data plans for the Internet Hotspots that were purchased last year. There is still \$1,000 outstanding, but PWRL was able to use other grant funding so that the data contract with Mobile Citizen can be maintained with no break in service.
- PWRL also received final approval on our regular category two e-rate application. This will allow the Library to move forward with the purchase and installation of new internal and external wireless access points at each PWRL location. Technicians from Computer Network Solutions from St. George have been scheduled to visit each PWRL location during the first week of December to run network cable and install the new wireless access equipment. Rain will be overseeing the installation and Duane Mayer, the NCKL Technical Consultant will be on call to trouble shoot any problems.

- RESOLUTION ON GAAP WAIVER FOR THE 2022 FINANCIAL YEAR: After discussion, Paulette Simecka moved that the Board approve a Resolution for a GAAP Waiver and allow the appropriate officers to sign. Alicia Matson seconded the motion and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2022 financial year using a cash basis format.
- DIRECTOR'S CONTRACT AND VACATION: The Board discussed the Director's proposed contract for 2023. The salary in the proposal is equal to the amount budgeted for the Director's salary in the 2023 approved Library Budget. The proposal includes 22 days of earned vacation time, as allowed per library policy for a director having worked for five years or more in that position.
- After discussion, Alicia Matson moved that the Board offer the current director the proposed contract for 2023. Paulette Simecka seconded the motion and the motion carried.
- Judith Cremer, the current PWRL Director, accepted the Board's offer of the Director's Contract for 2023.
- 2023 PAYROLL: After discussion, Peggy Adams moved that the Board approve the 2023 payroll not to exceed \$498,156.00 which includes both the general and employee benefit funds and an approved transfer of \$18,000.00 from the Capital Improvement Fund to the General Fund for salaries and wages. Joan Johnson seconded the motion and the motion carried. This motion allows electronic file transfers (ETF) for payroll in 2023, even if any issues with scheduling, or the lack of a quorum, were to prevent a regular board meeting.
- STATE GRANTS-IN-AID: Alicia Matson moved that the appropriate officer be allowed to sign the 2023 State Grants-In-Aid application when it is received if a signature is required. Paulette Simecka seconded the motion and the motion carried.
- CAPITAL IMPROVEMENT FUND: Pam Bales moved that any unexpended amounts in the 2022 General and Employee Benefit Funds be transferred into PWRL's Capital Improvement Fund once the 2022 financial year has been closed. Paulette Simecka seconded the motion and the motion carried.
- CIVIL RIGHTS COMPLIANCE FORMS: Alicia Matson moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms that are required for Libraries who receive State Grants-In-Aid Funding when they arrive if signatures are required. Joan Johnson seconded the motion and the motion carried.
- HOLIDAY OPEN HOUSES AT THE LIBRARY: Holiday Open Houses are tentatively scheduled at each PWRL location as follows:

Location	Date	Time
Westmoreland	Saturday, Dec. 3, 2022	10:00 a.m. – 1:00 p.m.
Onaga	Saturday, Dec. 4, 2022	10:00 a.m. – 2:00 p.m.
Eskridge	Saturday, Dec. 10, 2022	10:00 a.m. – 1:00 p.m.
Harveyville	Saturday, Dec. 10, 2022	10:00 a.m. – 12:00 p.m.
Alta Vista	Wednesday, Dec. 14, 2022	11:00 a.m. – 6:00 p.m.
Olsburg	Thursday, Dec. 14, 2022	11:00 a.m. – 6:00 p.m.
St. Marys	Tuesday, Dec. 20, 2022	10:00 a.m. Storytime; 1:00 p.m. – 3:00 p.m.
Alma – Grand Reopening	Friday, Dec. 16, 2022	10:00 a.m. – 2:00 p.m.

- BOARD MEETING DATES FOR 2022:** The Library Board will not meet in December, the monthly checks will be signed by Pam, Paulette, and Peggy outside of meeting hours. Alicia moved to allow Judith to accept the St Marys lease, if it is offered with no changes from previous years. Joan Johnson seconded and the motion carried. The next Library Board Meeting will be held on Wednesday, January 25, 2023 at the PWRL St. Marys Headquarters Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT:** Pam Bales moved that the meeting be adjourned. Peggy Adams seconded the motion, and the motion carried. The meeting was adjourned at 8:01 p.m.

Chairman

Secretary