

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 25, 2023, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:34 p.m. Alice Hinck was appointed acting Secretary. Others present were Board Members: Paulette Simecka, Joan Johnson, Alicia Matson; Judith Cremer, Director and Rain Schultz-Pruner, Assistant Director. Local residents Vivian Olsen and Hannah Stockman were also present.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Peggy Adams seconded the motion, and the motion carried.
- PUBLIC COMMENT: Pam Bales moved that the Board allow comment and Vivian Olsen and Hannah Stockman provided the Board with significant feedback. Both residents expressed continuing support for the Library and a desire to contribute to future initiatives at the Library. During the discussion several ideas for developing new Library programing were introduced that could benefit community members.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE November 30, 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: Treasurer Paulette Simecka reported the Library received ad valorem funds from Wabaunsee County in the amount of \$79,762.51. Of that amount, \$71,090.78 was allocated to the General Fund and \$8,671.73 was allocated to the Employee Benefits Fund. The Library received ad valorem funds from Pottawatomie County in the amount of \$278,000.00. Of that amount, \$249,000.00 was allocated to the General Fund and \$29,000.00 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Alice Hinck moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion, and the motion carried.
- NCKL REP. REPORT: The first NCKL Executive Committee Meeting for 2023 is scheduled for tomorrow, January 26, 2023. Judith will conduct the meeting via Zoom.

Following the NCKL Executive Committee Meeting a special bylaws subcommittee will meet to discuss possible revisions to the NCKL Bylaws. Judith will be serving on this committee as a representative for PWRL.

The annual NCKL Summer Reading Workshops will again be held via Zoom. The first session, "Summer Reading All Together Now" is scheduled for Friday, Jan. 27, 2023, at 10 a.m. All PWRL Branch and Assistant Librarians, the Mini Librarian, Assistant Director, and Collection Manager have all been registered to attend this session. Attendees of this workshop are promised programming examples for ages 0-10 with a focus on flexible, low-budget ideas that can be used to help generate an exciting Summer Reading experience.

The NCKL Summer Reading for Teens workshop is scheduled via Zoom on Thursday, Feb. 16th. All Branch and Admin staff are registered to attend. Examples from the Derby Kansas Public Library will be shared including an overview of their teen volunteer program. Ideas for making teens a vital part of your library's summer reading program will be presented.

- The next NCKL Executive Committee Meeting is scheduled to be held on January 26, via Zoom. NCKL is putting on a Summer Reading Program workshop Friday January 27 and in February. This first meeting should focus on children's programming ideas.
- DIRECTOR'S REPORT:
- Per PWRL policy, vacation time is intended to be earned and then used in the following year. Unused vacation time does not roll over, and without Board action is lost at year end. For this reason 144 hours of earned vacation posted to the Director's leave account was lost at the end of 2021. She reported at the time that she had worked a total of 4,177.5 hours in 2021, a little over double the 2080 hours scheduled for a full time 40 hour a week position. As an exempt employee this extra time is not paid, and combined with the lost vacation amounted to 2241.50 hours of uncompensated time.
- Judith was again unable to take vacation time in 2022 due to continuing challenges, deadlines, and staff turnover faced at multiple locations of the library. For this reason 172 hours of earned vacation time that had been posted to the Director's leave account was lost at the end of 2022.
- Judith reported that she worked a total of 4,581 hours at the Library in 2022. The Board approved compensation for 432 of those hours to account for the work she did to cover the Bookkeeper and Harveyville positions during the three months these jobs were unfilled. This leaves 2241 hours of uncompensated time worked by the Director in 2022.
- In other business, it was noted that there was some damage at the PWRL Eskridge Branch when water pipes at that location burst on the Day after Christmas. William Whitaker, the new building owner was notified by the city that 10,000 gallons of water went through the meter and into the library. The timing of the break made it difficult to

contact the insurance adjustor. Individuals to assist with cleanup were likewise difficult to engage. Service Masters did deliver two industrial dehumidifiers the following week. These units made all the difference in mitigating the long term damages.

- Judith reported that she spent time today preparing information that was sent to both Pottawatomie and Wabaunsee County Commission. In previous years she routinely sent out welcome letters each January to help orientate the County Commissioners who were elected from among this governing body to serve as the ex-officio member on the PWRL Library Board. The ex-officio, by statute, is a full voting member of the Board. The Commissioners filling this position serves a critical role with their participation that is designed to assist with the sharing information and understanding between the Library and the County Commission. Judith said she would continue to reach out and encourage the participation of the ex-officio members as we move forward.
- UNFINISHED BUSINESS:
- ST MARYS LEASE AGREEMENT: Judith updated the Board on the progress and status of the negotiations between the Library and the St. Marys City Council on the lease for the building housing the St. Marys headquarters Library. The St. Marys City Council Meeting held on December 6 included a public discussion of this issue. The meeting culminated in a vote by the St. Marys City Council members to offer the Library a one year renewal of the lease agreement. The PWRL Board agreed at the November Board Meeting that Judith would have the authority to accept a lease renewal, should it be offered, as long as the contents were not altered from previous agreements. For this reason the new lease was signed by the appropriate Board members following that meeting and a copy returned to the City for their records.
- One of the furnace units at St. Marys broke down during the week after Christmas. Repair people have been to look at the unit, and the city confirmed that they are waiting on bids for repair or replacement that will be considered for approval by the City Commission.
- LIBRARY STAFFING: Hannah Harper has been working both remotely and in person, along with baby Josephine, in the Bookkeeper / Secretary Position based at St. Marys. Hannah, Julie Homan, and Judith have all been working to reconcile accounts and document transactions made by the Library in the 2021 and 2022 financial years in order to prepare the accounts for the auditors. Every journal entry, financial report and bank statement is in the process of being examined and verified.
- In order to open the 2023 financial year, the 2021 financial year had to be closed in the accounting software. PWRL's auditor from Varney's and Associates gave her approval to move forward with this step, but the process was not completed until January 17th. This

left staff very little time to set up the new financial year in the accounting system before the monthly financial reports were due to be mailed to the Board. This caused delays in getting the board packet sent out, and staff are still struggling with the system.

- There have been numerous health related absences around the system causing additional stress for the remaining staff. Judith worked at home several days and underwent a root canal on Monday, Jan. 23rd.
- Kim Davis, who previously worked as a Reading Specialist at Mission Valley for 33 years, has been hired to work as an Assistant Librarian at the PWRL Harveyville Mini Library. She will be scheduled to work for three hours each Saturday morning at that location. She is very knowledgeable about the community, and has a deep background in reading education that should prove to be a great asset for the Library.
- **ALMA BRANCH RECOVERY EFFORTS:** The PWRL Alma Branch Library held their Grand Re-Opening celebration on Friday, December 16th. Lori Beth was able to create a slide show of pictures taken following the ceiling collapse at that location in July 2022. The show serves as a chronical of the destruction all through the cleanup, repair, renovation, and return to business. She was able to utilize the new 85 inch television that was recently purchased and installed to run the slideshow. Guest were made comfortable in the new leather cushioned side chairs that replaced those damaged in the fall. There are a few issues that remain outstanding, but great progress and improvements have been made.
- The Wabaunsee County Seed Grant that the Library applied for in 2022, along with several other Wabaunsee County Agencies, took longer to get approval than anticipated. Some items that were part of that application had to be purchased in order to get the location back up and running. Since they were purchased prior to the grant approval the items are not eligible for Seed Grant funding.
- PWRL had to revise our grant application considering these changes and provide proof that the Library had the required matching funds available. This documentation has been secured and provided to the State for review.
- **NEW BUSINESS:**
- **ESKRIDGE BRANCH LIBRARY RECOVERY EFFORT:** As previously mentioned, the PWRL Branch Library suffered damage when the water lines froze and broke on Monday, December 26, 2022. Staff spent several weeks cleaning and removing items that were damaged in the flood. The break occurred over the storage room at the back of the Library. Surface water several inches deep covered the carpeted floors nearly to the front of the building, including in and around the stacks of books.
- Staff worked first to extract as much water as possible from the carpet in the attempt to prevent problems from mold. The book collection quickly began to show signs of

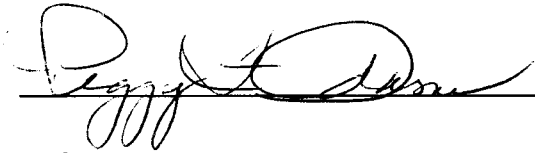
warping from the effects of high humidity in the building. Judith tried several times to connect with companies referred by the Insurance Company that were supposed to have experts that would come and assist with removing the books from the area. All those attempts failed. She then contacted the representative from the Manhattan Service Masters who delivered two industrial dehumidifiers and several fans, to fight the humidity problem in an effort to salvage the book collection. Fortunately those units provided the aid that was required and most if not all of the collection problems were reversed. Staff removed all furniture, except the library shelving from the building and the carpets were deep cleaned. Items were then returned to the building and following additional cleaning the Eskridge Library is thankfully back to an operable state.

- **LIBRARY AUDIT:** Judith reported to the Board about the status of the Library Audit. Communication with Varney's on the 2021 Audit is very limited, but the assumption is that they will complete their report soon. Judith consulted with the bookkeeper at NCKL and the Manhattan Public Library. Their audit is done by the firm of Kientz & Penick. Eric Kientz is the senior partner in the firm. He previously worked for Varney's where he was in charge of the NCKL/MPL Audit. When he started his own accounting firm the Library stayed with him. He comes very highly recommended, and Judith has asked him for a proposal to complete the PWRL audit, as well as assist the staff with organizing the accounting procedures. After discussion, Pam Bales moved that the Board accept the proposal from Kientz and Penick to complete the required 2022, 2023, and 2024 financial audits for an annual charge of \$5,800, with an additional one-time cost of \$1,000 for consulting to get the accounting re-organized. Paulette Simecka seconded the motion and the motion carried.
- **ECF/E-RATE TECHNOLOGY PROJECTS:** The new exterior and interior wireless access points have all been installed and are working well. The wireless statistics already show an increase in usage.
- **PWRL** received notification that the application the Library submitted in May 2022 through the Emergency Connectivity Fund (ECF) has finally been approved. The ECF will allocate another \$40,000 to purchase an additional 100 Chromebooks that the library can add to the 100 machines purchased through an earlier grant process. The full 200 devices will then be made available to PWRL Patrons who would otherwise lack access to the hardware necessary to connect in a digital world. Rain and Judith will continue to work on ordering the devices and getting them ready to circulate once they are received.
- **PUBLIC LIBRARY REPORT:** Completion of the annual Kansas Public Library Survey Report is now required for public libraries to retain eligibility to receive State Aid Funding. In 2023 the deadline for the completion of the Public Library Report is on Sunday, Friday, Feb. 5th. It has been reported that there are again some last-minute changes in the report which makes it challenging because numbers for things that were not specifically counted are required. A number of questions have been asked about the correct way to count program attendance. The increased use of virtual programming that occurred while Libraries were working during the pandemic has made this count a lot more difficult. The timeline is tight this year, but Judith said she would do her best to get it submitted on schedule.

- **EVALUATION OF THE DIRECTOR:** Copies of the Director’s annual evaluation form were distributed. Board Members. There was discussion about the timing of the evaluation. The Board agreed to pick up the discussion at the February Board Meeting.
- **BOARD MEETING DATES FOR 2023:** The next Library Board Meeting will be held on Wednesday, February 22, 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. Alicia Matson seconded the motion, and the motion carried. The meeting was adjourned at 8:01 p.m.



Chairman



Secretary