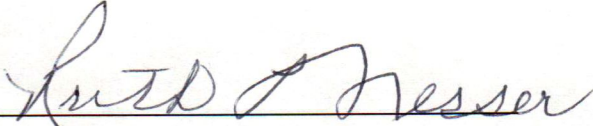


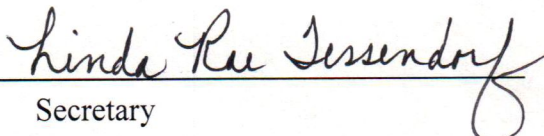
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held at 5:30 PM on Wednesday, January 27, 2016 at the St Marys Branch Library.
- CALL TO ORDER: Chairman Ruth Messer called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Deb McClain-Williams, Sandie Jensen, Paulette Simecka; Pat Weixelman, Pottawatomie Wabaunsee Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: The agenda was amended to move the presentation on the KPERS 457 plan to occur before other agenda items. Deb McClain-Williams moved that the agenda be adopted as amended. Peggy Adams seconded the motion and the motion carried.
- PRESENTATION ON KPERS 457 PLAN: Len Lehmann of Empower Retirement presented an overview of the statewide KPERS 457 plan to the Board and answered questions.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE NOVEMBER 24TH MEETING: Deb McClain-Williams moved that the minutes be adopted as amended for typographical errors. Peggy Adams seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: St. Francis Academy in Salina sent a Thank You for a selection of donated children's books that PWRL was able to pass along to them. Joyce Mathies, Alma Branch Librarian, sent a Thank You card to the Board to thank them for her salary increase. Julia Anderson, Alma Substitute Librarian, sent a Thank You card to the Board to thank them for her salary increase. Deborah Eiche, St. Marys Processing Consultant, sent a Thank You card to the Board to thank them for her salary increase.
- REPORT OF TREASURER: Peggy Adams, Treasurer, reported that on November 25, 2015, the Library received ad valorem funds amounting \$12,249 from Pottawatomie County. Of that amount, \$10,117 was allocated to the General Fund and \$2,132 was allocated to the Employee Benefits Fund. On January 21, 2016, the Library received \$63,781.55 in ad valorem funds from Wabaunsee County. Of that amount, \$56,940.53 was allocated to the General Fund, and \$6,841.02 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve the bills as presented. Deb McClain-Williams seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
 - Judith was on vacation at the time of the most recent Executive Committee meeting on December 3, 2015 so she sent her proxy to allow the board to conduct business. Judith was subsequently elected as the new President of the NCKL Executive Committee at that December meeting.
 - The next NCKL Executive Committee Meeting will be held on January 28, 2016 and Judith will be in attendance.
- REPORT OF DIRECTOR:
 - Judith spent considerable time at the beginning of the month training Wendi Rogers, the new Mini Librarian/Route Driver and Jenni McDaniel, the new Assistant Branch Librarian at Alma.
 - The Collection Development position is now open as of January 12, 2016. Bryan McBride the previous Collection Manager has been hired as the new Director of the Wamego Public Library. Judith has posted the open position to multiple lists and other advertising venues.

- Bryan McBride was also filling in at Alta Vista on Wednesday evenings, so other staff have been working to cover that time until someone can be hired.
- Sheryl Crooks has agreed to temporarily fill the Substitute position at Alta Vista, but today she was unable to work due to family health concerns. Wendi Rogers, the Mini Librarian/Route Driver will be staying late this evening until the library closes at 6:30 PM, and Judith has given her permission to drive the Library's van home to help make up for the lost time.
- Judith will be going to Alta Vista on January 28 to interview Lori Beth Terrell for the Alta Vista Substitute position.
- Sallie Force, Assistant Librarian at Onaga and Substitute at Westmoreland, is now back at work after 6 weeks of recovery from foot surgery.
- Elizabeth Tschetter, Assistant Director, was in the hospital last week, but is now better and has returned to work.
- Due to ongoing scheduling difficulties, and after numerous discussions with community members, the decision was made to change the hours of operation at the Eskridge Branch Library. This location will no longer be open on Saturdays, but starting in February will remain open until 6:00 p.m. on Monday and Wednesday evenings.
- Due to inclement weather, the St Marys Branch closed at 3:00 p.m. on Tuesday, January 19th. On January 21, the weather prevented Wendi from traveling, so Olsburg was closed 10:00 a.m.-3:30 p.m., but Laura Turner, the Olsburg Substitute Librarian, was able to open the library for its normal hours from 5:30-7:30 p.m.
- Julie has been communicating with Stoneworx regarding the progress on our new limestone library sign at St Marys. They have e-mailed a photo, and said they are working with the City of St Marys to get the sign installed. The timing on the installation will depend on what the weather allows.
- Storytime will resume at PWRL's Alma, Eskridge, and Onaga Branches on February 2 at 10:00 a.m. Storytime will resume at the St. Marys Branch on February 8th. Judith has sent out news releases. Jenni McDaniel, the new Alma Assistant Branch Librarian, has been working with different mediums to advertise storytime in Alma.
- We have been experiencing maintenance issues at our Eskridge Branch. The landlord, Brian Johnston, has been difficult to get in touch with, and there are multiple issues needing his attention. Judith told the Board she would send Mr. Johnston a letter detailing the necessary repairs. She will be asking him to contact her with a concrete plan along with a time table for accomplishing the work. The letter will be mailed with the monthly rent check.
- Judith and Elizabeth put together care packages for Kansas Library Legislative Day to be delivered to the four Senators and two Representatives that serve PWRL's legal service area on Tuesday January 19th. Judith had appointments to speak with all the legislators, but due to inclement weather was only able to speak to Senator Vicky Schmidt and Representative Becky Hutchins. Judith was able to deliver the care packages to the offices of those legislators who were not available.
- Representative Tim Huelskamp's staff contacted Judith in order to set up times to visit the Library and talk with constituents. His staff will be in St Marys on February 2nd from 1:00-2:00 p.m., and in Eskridge on February 9 from 2:00-3:00 p.m.
- Judith is working on the 2016 Library calendar. She plans to be able to distribute it along with the February Library Board packet.
- NCKL provided PWRL with a license to catalog library materials using OCLC, the worldwide resource for online cataloging. Judith attended three 2-hour session webinars to train her to use the OCLC software system January 12-14.
- Judith gave presentations to both the St Marys Literary Club on January 4th and the Alma Ladies Reading Circle on January 20th. In addition to providing an overview of library services, she provided a complete collection of service brochures to both groups. She received positive responses from both organizations, and was able to get half a dozen new patrons signed up for both PWRL library cards and Kansas eLibrary Cards.

- UNFINISHED BUSINESS:
- RESOLUTION ON KPERS 457 PLAN: After discussion Deb McClain-Williams moved that the Board approve a proposed amendment to the PWRL policy to allow the Library to offer KPERS 457 to eligible staff. Peggy Adams seconded and the motion carried. Deb McClain-Williams moved that the Board approve a resolution to allow PWRL to adopt the Kansas Employees Deferred Compensation Plan, allow employees the option of borrowing against their account balance through a loan provision, and to allow the appropriate officers and the Director to sign required documents to set up the plan. Sandie Jensen seconded the motion and the motion carried.
- NEW BUSINESS:
- BANK SIGNATURE CARDS: The Board members were able to check the Farmers' State Bank signature card information for accuracy, but were unable to sign them because one PWRL Board Member's name had been inadvertently left off the list.
- E-RATE APPLICATIONS: The filing window for the E-Rate 471 application form will open on February 3rd. Elizabeth is working on completing and filing the appropriate forms in a timely fashion. She is also in contact with Wamego Telco because one of the forms for the 2014-2015 year has yet to be processed and was granted an extension due to staffing issues at WTC. The Library will not receive the reimbursement for those services until the processing has been completed.
- PUBLIC LIBRARY REPORT: The deadline for the Public Library Report is February 10th. Julie, the Bookkeeper/Secretary, has been working on the 17 pages of financial and statistical questions that need to be submitted. If the report is not submitted on time, it will cause PWRL to be ineligible for State Aid Funding.
- EVALUATION OF THE DIRECTOR: Board members will take home the evaluation of the Director, complete it, and bring it back to the February Board meeting. The Board will then combine the responses and discuss the evaluation with the Director.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, February 24, 2016, at the St Marys Headquarters Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Ruth Messer declared the meeting adjourned at 7:13 p.m.



 Chairman



 Secretary