

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 28, 2026 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Acting Chairman Bill Flannigan called the meeting to order at 5:41 p.m. Peggy Adams was Secretary. Lela Riley was appointed to act as Treasurer. Others present Terry Force, Pottawatomie County Commissioner and Judith Cremer, Director.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Peggy Adams moved that the Board approve the consent agenda, including the approval of minutes of the November 25, 2025 board meeting, approval of minutes of the December 17, 2025 special board meeting, correspondence and communication, report of the treasurer, approval of the December financial reports and payment of the January bills. Lela Riley seconded the motion and the motion carried.
- NCKL REP. REPORT: An NCKL Directors meeting was held today via Zoom. Judith was unable to attend due to a conflict with the Kansas Day Program being held at St. Marys at the same time.
- The next NCKL Executive Board meeting is scheduled for tomorrow, Jan. 29, via Zoom.
- The NCKL 2026 Children's Summer Reading Workshop was held online on Jan. 22. The session was recorded and a copy of the video, along with handouts, has been added to the shared library dropbox account for all staff to view.
- An NCKL Adult Summer Reading Workshop is scheduled to be held online on Feb. 12.
- The NCKL book rotation was completed yesterday, January 27. PWRL Staff must remove records from the online catalog for the NCKL books being returned and manually enter records for the new NCKL books coming in before the items can be circulated to PWRL patrons. Each Branch location receives 300+ new books every other month through this program, which adds to the selection available for PWRL patrons to borrow.
- DIRECTORS REPORT: The Kansas State Legislature is currently discussing House Bill 2458. This bill has been introduced into the Kansas House and recommends, among other things, a change to the wording that governs the tax levy for library budgets as outlined in Kansas Statute 12-1234. This is the statute under which the Pottawatomie Wabaunsee Regional Library is established.
- NCKL provided printed copies of the updated Kansas Public Library Trustee Manual. Digital copies of this manual were previously sent to PWRL Board members last year in their monthly Board Packet. Printed versions were now distributed to each Board member.
- Staff have been working with Gusto, PWRL Payroll processor, to correct retirement withholding information for full time staff that is being reported on their W2 tax forms. Gusto has upgraded PWRL's account to allow a dedicated account manager to help

resolve this issue. They have also agreed to give the library two months of payroll processing for free to compensate for any inconvenience.

- Pottawatomie County Commissioner Bill Drew contacted the Director concerning a patron complaint about the viewing of inappropriate content on library computer. Staff working at the time of the incident were not informed that there was any problem so did not have an opportunity to address the situation. Names of the individuals involved were not shared so it is not possible to follow up with them. Judith replied to Commissioner Drew, sent a copy of PWRL's computer and Internet policy, and explained how the situation would have been handled if the staff had been informed.
- PWRL's application asking for support for the PWRL Onaga Branch Library in the Caring Community Foundation annual care catalog received \$2600 in donations from local residents. The Foundation will send donors a donation letter. PWRL will also send thank you letters to each donor.
- Judith has communicated with staff about calendar dates for 2026 including holiday closings, board meeting dates, NCKL Rotation schedules, Storytime schedules, Summer Reading dates, Kansas Reads to Preschoolers, Board / Staff Function, Kansas Library Association annual meeting, and Staff Meeting dates. Staff were also asked to provide information about any local events that should be added to the PWRL programming calendar. Staff have been asked to save any flyers or other marketing material for programs at their locations in the shared library dropbox account for easy access and sharing.
- A complete set of flyers for upcoming programs was included with the monthly board packet. The current program schedule includes the following.
  - St. Marys – Kansas Day Celebrations – Wednesday, Jan. 28 – Saturday, Jan. 31.
  - St. Marys – Movie Day Program – First Saturday of each month
  - St. Marys – Spring Storytime, Feb. 3–April 14, held every Tuesday morning at 10:30 a.m.
  - St. Marys – Feb. 3, Partnership with USD 321 Play Café – Mother Goose on the loose
  - St. Marys – March 3, Partnership with USD 321 Play Café – Zoo Crew
  - St. Marys – April 7, Partnership with USD 321 Play Café – Rainy Day
  - Alma – Spring Storytime starts Feb. 3, held every Tuesday morning at 10:00 a.m.
  - Alma – Special Kansas Day Storytime Reading at the School, Thursday, Jan. 29
  - Eskridge – Spring Storytime, Jan. 13 – Feb. 24, held every Tuesday morning at 10:00 a.m.
  - Eskridge – Adult Fitness Class, held every Tuesday afternoon at 1:00 p.m.
  - Onaga – Redbud Care Home, Adult Library Program, held every other Wednesday
  - Onaga – Onaga Health & Rehabilitation, Adult Library Program, held every other Wed.
  - Onaga – Grade School Library Program featuring Julia Cook books
  - Olsburg – Adult Library Book Club Meeting, held Thursday, Jan. 8
  - Eskridge / Harveyville – Mission Valley Kindergarten Programming – Kansas Day Storytime, Thursday, Jan. 29.
- The carpet replacement job is underway. Bob Kaiser has been hired by the City of St. Marys to complete the job. Library Staff moved the circulation and staff desks on Friday, Jan. 16. The carpet crew worked on Monday, Jan. 19 while the library was closed to remove the old carpet and lay the new carpet squares in the circulation area. Staff

moved the Circulation furniture back into place and removed the public computers from the other side of the room so the remainder of the first section could be completed the following day.

- A crew of workers from the City of St. Marys worked to unbolt all the bottom shelves on the library shelving in both the junior and adult sections and the carpet crew followed to carpet around the library stacks.
- Some staff members at St Marys had difficulty working around the smell of the adhesive used to glue down the new carpet. It was the consensus of the Board that staff who experienced problems with the environment be allowed to relocate and work in office spaces behind closed doors as much as possible. If a staff member is still unable to tolerate the temporary odors from the project, the Board agreed that they should be allowed to use leave time to remove themselves from the library completely.
- Work on the flooring replacement that remains includes the carpeting of the Reference Room, Director's Office, Administration Office, Supply Room, Magazine Room, and the entryway space at the foot of the stairs at the front of the building. Tile work needs to be completed in the front entryway and stairs, the two Bathrooms, and the Kitchen area.
  
- UNFINISHED BUSINESS:  
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday January 16, 2026. The information to be included in the St. Marys City Commission meeting packets, including a complete set of local program flyers, was emailed to the St. Marys City Clerk at her request.
- Judith gave the Advisory Committee an update on the progress made on the carpet replacement project. The incident reported by the Pottawatomie County Commissioner was also discussed.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, February 13.
  
- TOPICS FOR BOARD DISCUSSION – JOB DESCRIPTIONS / EMPLOYEE EVALUATIONS / EMPLOYEE SURVEYS – Copies of a proposed staff evaluation were included with the monthly Board Packet. Additional copies were provided for the Board to review.
- A copy of the PWRL organizational chart was included with the monthly Board Packet. Additional copies were provided for the Board to review.
  
- STAFFING: Reagan Sample was hired to work as a Substitute at the PWRL Harveyville Mini Library. She is scheduled to work each Saturday from 9-1 at that location. Reagan started Nov. 22, 2025 and Judith provided several days of training to get her started in her new position with the Library. Since that time, Reagan has taken another full time position outside the Library. She had indicated she would like to keep her Saturday position at Harveyville, but she will be required to have at least one day off per month to work at her other job. Judith told the Board she would work at Harveyville to cover these absences for as long as she is able to do so. In the meantime, she will continue look for another Substitute Librarian to fill this opening.

- Katie Cailteux has been hired at the Part-Time Assistant Branch Librarian at St. Marys. She started on December 11, 2025. Katie is scheduled to work 16 hours per week at this location. Judith provided several days of training with Katie in her new position with the Library.
- Mary Jane (MJ) Rutledge has been hired as a Substitute Librarian at St. Marys. She started on December 11, 2025. MJ is scheduled to work 3 hours per week at this location. Judith provided several days of training with MJ in her new position with the Library.
- Rebecca Wahl, a Substitute Librarian at Westmoreland, left her position with the Library at the end of December. Sandra Wahl, Rebecca's mother, has been hired as a Substitute Librarian at Westmoreland to replace Rebecca. Sandra has her teaching credentials and is still working as a Substitute Librarian in the Rock Creek School District. Sandra started on January 1, 2026. She is scheduled to work 8 hours per week at the PWRL Westmoreland location. Judith provided training for Sandra in her new position with the Library.
- The PWRL Assistant Director position is still open.

#### **NEW BUSINESS**

- AMENDED LEASE AGREEMENT - ESKRIDGE: Trey Schwilling and Jack Feasel, owners of High Stakes Concrete, have purchased the building housing the PWRL Eskridge Branch Library. The check issued in December to pay the January 2026 rent has been voided. Checks written to High Stakes Concrete for the January and February rent are included with the January bills to pay the new owners.
- An amendment to the Eskridge Lease Agreement has been prepared to formalize the change in the building ownership. After discussion, Bill Flannigan moved that the Board approve the Amendment to the Lease Agreement for the building housing the PWRL Eskridge Branch Library and to allow the appropriate members to sign. Peggy Adams seconded the motion and the motion carried.
- PUBLIC LIBRARY REPORT: Judith told the Board that she is in the process of gathering complete statistical and financial information for 2025 to include in the Kansas State Library Report. PWRL is required to submit all of this information through this annual Public Library Report. February 5th is the deadline to submit the report to the Kansas State Library. PWRL's eligibility to receive State Aid Funding is contingent on this report being submitted by that deadline.
- E-RATE APPLICATIONS: The 470 E-Rate application signaling PWRL's intention to participate in the Federal E-Rate Internet Reimbursement Program for the period of July 2026 – June 2027 has been submitted. Participants are required to wait 28 days after the 470 form is posted on the USAC (Universal Service Administrative Co.) website before they can select vendors and file the E-Rate 471 application, setting the amounts that will be charged and reimbursed through the E-Rate program.

- EVALUATION OF THE DIRECTOR: Copies of the Director's annual evaluation form were distributed. Board Members will complete individual evaluation forms that will then be combined and presented to the Director at the February Library Board Meeting.
- BOARD MEETING DATES FOR 2026: The February Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, February 25, 2026.
- ADJOURNMENT: The Board Meeting was adjourned at 7:28 p.m.

*Alicia Matson*  
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Chairman

Secretary

*Alice Hinch*