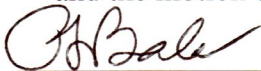


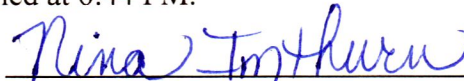
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Jan. 29, 2020 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:34 p.m. Nina Imthurn was Secretary. Others present were Board members: Alicia Matson, Paulette Simecka, and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be approved as presented. Alicia Matson seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE NOVEMBER 20, 2019 MEETING: Nina Imthurn moved that the minutes be approved as corrected. Paulette 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 Wabaunsee County in the amount of \$67,375.33. Of that amount, \$60,395.90 was allocated to the General Fund and \$6,979.43 was allocated to the Employee Benefits Fund.
- The Library received ad valorem funds from Pottawatomie County in the amount of \$239,000.00. Of that amount, \$216,000.00 was allocated to the General Fund and \$23,000.00 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: The first NCKL Executive Committee Meeting for 2020 is scheduled for Thursday, Jan. 30th. Judith will attend.
- The Kansas Library Association State Government Affairs Committee announced that they would not sponsor the annual Kansas Legislative day in Topeka in 2020. The subsequently reversed that decision and scheduled the event for Tuesday, February 25, 2020. Judith told the Board she would make appointments with the six legislators that serve the PWRL service area.
- DIRECTOR'S REPORT: Judith noted that the cost for the statewide interlibrary loan courier service increased by \$195 to \$6,600 for the 3 days per week at the four branch locations, as per the 2020 budget plan for this service. In 2019, PWRL sent 4,829 items via courier. It would have cost the library a total of \$14,583.58 in postage had these items been sent through the regular mail.
- The Boards approval at the Nov. 20, 2019 Library Board Meeting to allow the Director to carry over unused vacation leave, due to extenuating circumstances, was very appreciated, but ultimately not necessary. Judith reported that she was able to take her leave time off due to the flexibility of other staff members who pitched in to help cover service hours at Onaga.
- Judith reported that Sheila McKinzie, PWRL Bookkeeper / Secretary, lost her husband, Gene, who passed away on Nov. 27, 2019. The family is planning a picnic and hog roast at their home in Harveyville in his honor scheduled for Apr. 25, 2020, and beginning at 1:00 p.m. All are welcome to attend and encouraged to bring a chair and a side to share.
- Lori Beth Terrell, the Alma Branch Librarian, lost her father. He passed away yesterday, Jan. 28, 2020. Staff at Alma has shifted to cover the library in her absence.
- Sallie Force, Onaga Branch Librarian, went on medical leave beginning Dec. 17, 2019. Colette Goldade, PWRL Collection Manager, Melanie Smith, St. Marys Branch Librarian, Frances Garcia, PWRL Processing Clerk, and Judith Cremer, Director took turns to cover the service hours at Onaga. Sallie is now scheduled to return to work the second week of February.

- Jo Harris, who taught at the Onaga Grade School for many years, was hired as an Assistant Branch Librarian at Onaga and began training on Jan. 3, 2020. Unfortunately, previous commitments prevented Jo from continuing with her work at the Library.
- Janet Hulinsky was subsequently hired as the New Assistant Branch Librarian at Onaga. Janet will work Tuesday morning and Wednesday afternoon and evening at Onaga. She has also agreed to work as a Substitute Librarian at Westmoreland each Saturday.
- Hannah Jennings has also been hired as a Substitute Librarian at Onaga. Hannah will work each Friday afternoon at Onaga. She is also available to work on Mondays as needed.
- Judith did initial training with both Janet and Hannah throughout the month. Both Melanie Smith and Colette Goldade also made contributions to the training process to give the new staff members the best foundation in library service possible.
- PWRL had a number of closings in Jan. due to complications with the weather. As per PWRL policy, if a location is closed by the Director due to inclement weather, staff members are paid for any hours that they were scheduled to work.
 - Friday, Jan. 10, 2020 closed St. Marys at 12:30 p.m.; closed Alma, Eskridge & Onaga at 2 p.m.
 - Saturday, Jan. 11, 2020 closed at Harveyville and Westmoreland.
 - Monday, Jan. 13, 2020 closed at Westmoreland; Alma, Eskridge, Onaga, and St. Marys opened at 11 a.m.
 - Friday, Jan. 17, 2020 closed at Alma, Eskridge, Onaga, and St. Marys.
 - Wednesday, Jan. 22, 2020 closed at Alta Vista, Eskridge, and Onaga; opened Alma and St. Marys at 11:00 a.m.
 - Friday, Jan. 24, 2020 closed at Onaga; Alma opened at 11 a.m.
- Judith reported on meeting with a staff member from GraceMed Health Clinic in Topeka. That facility has received a grant to provide assistance to parents and caregivers with children 19 years old and younger who need help navigating the application process for Kancare / Medicaid approval. Starting Feb. 4, 2020, staff from GraceMed will be on-site at St. Marys the first Tuesday of each month, from 10 a.m. – 1 p.m., to offer outreach services for this purpose. Starting Feb. 25, 2020, staff from GraceMed will be on-site at Alma on the fourth Tuesday of each month, from 10 a.m. – 1 p.m., to provide this service.
- Judith reported on a meeting with the new Director at Wamego Public Library, Darci Hildebrand. Judith provided a tour of the St. Marys location and talked about the services offered by PWRL. Darci shared the beginning steps of a capital campaign that Wamego Public has begun to fund a new building.
- PWRL provided packets of service brochures, library logo pins, and magnets to the Westmoreland Chamber to go into goodie bags for teachers at the Rock Creek School District.
- After the annual re-organization, the Pottawatomie County Commission appointed Dee McKee as their 2020 Chair. The Pottawatomie County Commission then appointed Pat Weixelman to continue to serve as the ex-officio member on the PWRL Board of Trustees.
- The Wabaunsee County Commission Chair for 2020 is Joel Fager. He will join the PWRL Board of Trustees as the ex-officio member from Wabaunsee County this year. Judith said that she will send Joel a welcome letter with information about the Library Board meeting dates and add his e-mail to the Board e-mail list to get the monthly Board packet.
- Copies of the updated PWRL Board member list, as of Jan. 29, 2020, were distributed. In 2020 both Pam Bales and Paulette Simecka are eligible to be appointed for a second full four-year term. As both were agreeable to continuing on the Board, Judith said she would write letters to each County Commission recommending their reappointment to the PWRL Board of Trustees.
- UNFINISHED BUSINESS:
- CIVIL RIGHTS COMPLIANCE FORMS: The civil right compliance form is part of the 2019 Kansas Public Library Report. Judith presented the form for signature, as per a Board motion at the Nov. 20, 2019 meeting.

- NEW BUSINESS:
- 2020 LIBRARY CALENDAR: Judith distributed copies of the 2020 Library Calendar for Board member review. Board members were encouraged to mention any local events not already listed for inclusion.
- E-RATE APPLICATION: PWRL has completed the required E-Rate form 470, which describes which online services the Library will need during the next application period from July 2020 – June 2021. After 28 days, the Library will be able to complete the E-Rate form 471, listing the services chosen for each location.
- PUBLIC LIBRARY REPORT: The report, a requirement for State Aid funding eligibility, is due on February 10, 2020. Sheila has completed the draft and it is on Judith's desk for review. The Board will be supplied with a completed copy at next month's meeting.
- EVALUATION OF THE DIRECTOR: Copies of the Directors 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 Board Meeting.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, February 26, 2020 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- The date for the June Library Budget Meeting was changed to Thursday, June 25, 2020.
- The date for the October Library Board Meeting was changed to Tuesday, Oct. 27, 2020 to avoid a conflict with the Annual Kansas Library Association meeting that starts on Wednesday, Oct. 28, 2020 in Wichita.
- The date for the November Library Board was changed to Tuesday, Nov. 24, 2020 to avoid a conflict with the Thanksgiving Holiday.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Pam Bales seconded the motion and the motion carried. The meeting was adjourned at 6:44 PM.



Chairman



Secretary