

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 29, 2025 at the PWRL St. Marys Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:30 p.m. Peggy Adams was Secretary. Lela Riley acted as Treasurer. Others present were Board Members: Bill Flannigan, Alicia Matson, Judith Cremer, Director, and Ashley Araiza, Assistant Director, Terry Force, Pottawatomie County Commissioner. Board member Joan Johnson also attended the meeting via telephone.
- Bill Flannigan moved to approve the meeting agenda, Alicia Matson seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the November 29, 2024 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.
- REPORT OF TREASURER: Acting Treasurer, Lela Riley, reported that the library received an Ad Valorem check from Pottawatomie County for \$316,000. Of this check, \$283,000 is for the general fund and \$33,000 is for the employee benefits fund.
- The library received an Ad Valorem check from Wabaunsee County for \$94,461.57. Of this check \$84,362.69 is for the general fund and \$10,0989.88 is for the employee benefits fund.
- The library also received a donation check from the Community Caring Foundation for \$1,000 in January.
- NCKL REP. REPORT: Judith attended the NCKL Executive Committee meeting via Zoom last week. NCKL moved to a new office location over the holidays. Their new address is 2316 Skyvue Lane in Manhattan. The NCKL office had previously shared space with the Manhattan Public Library.
- It was reported at the NCKL Executive Committee Meeting that there had been negotiations between the Kansas State Library and the new Kansas State Legislature. The Legislature asked the Kansas State library to make a \$300,000 cut in the State Library Budget. The Kansas State Librarian came back with a proposal to reduce some of the Statewide Database services to meet the requested cut. The Legislature countered with a recommendation to cut \$500,000 from Kansas State Aid to Public Libraries. This proposal is pending and has not been approved as of yet. The fact that it was even discussed though is a big reason for concern.
- PWRL includes the proceeds from the Kansas State Aid allocation as part of the full budget process. The funds are earmarked to pay for critical services including the NCKL

service contract and the subscription fee for Sunflower eLibrary digital audiobooks and ebooks. A cut of state funding would seriously jeopardize these services because they are not covered by the general fund budget. Judith stressed how important it is that our new legislators understand the impact a loss like this would have on patrons who depend on these services. She encouraged Board Members to have that discussion with their legislators at their earliest opportunity.

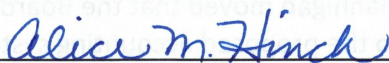
- **DIRECTOR'S REPORT:** Judith reported that she and Genevieve have been working with PWRL's accountant to set up the accounting system on the new software platforms.
- Over the holidays Judith worked on getting the software set up and configured on 20 new staff computers. These machines replaced the staff computers at all eight PWRL locations and are already installed and being used. New printers were also purchased for Alma, Eskridge and Onaga to replace the copy machines that have been failing for some time. The maintenance contract with Logan Business will be cancelled as soon as the new printers are installed.
- The Eskridge branch reported last week that a book that we had borrowed from another library showed signs of possible bed bug activity. An oven used to treat suspected materials was sent to Eskridge and they have been vigilant in their treatment procedure. Follow-up is needed. A follow up is needed. Judith told the Board it may be necessary to hire the company with bug hounds to do an inspection in order to determine the extent of the problem.
- Judith reported that the pipes at the Eskridge Branch Library were frozen again last week. The holes in the roof in the back room which have not been addressed make this occurrence somewhat inevitable. The building owner did respond to texts and came to thaw the pipes, but the process is discouraging for staff. There was some discussion that there may be another party interested in purchasing this building. Judith said she would keep the board informed about any developments in this direction.
- Staff is preparing programming for PWRL's Spring preschool storytime sessions which are scheduled to start next week at all locations. Ashley is going to assist Shelby Curry, PWRL's Mini Librarian, in contacting schools and daycares to help jumpstart programming initiatives at the mini locations, starting at Olsburg. Once storytime is established they hope is that they can shift the focus to programming initiatives aimed at other target audiences in these communities.
- **UNFINISHED BUSINESS:**
  - **ST. MARYS ADVISORY COMMITTEE:** The St. Marys Advisory Committee met on November 15, 2024 and January 17, 2025. Bill Flannigan delivered the monthly information packets to the city for the City Commissioners prior to both meetings. The packet included statistics and PWRL's monthly new book list.
  - A new furnace unit was installed on the roof of the St. Marys Library. The old unit brock down at the end of December. St. Marys Staff had to deal with several weeks of cold before the unit was finally replaced.

- Judith noted that St. Marys city workers were very helpful in clearing the snow around the library after last major snow storm. The area received 16-18 inches of snow and it was necessary for the Library to be closed due to the inclement weather on January 6th and 7th.
- Over 200 seed packets have been donated to the Library to be used to start a small seed library program at the St. Marys location. This will be a good start to get this going.
- A discussion about replacing the flooring at the St. Marys location took place between the Library and the city manager. The St. Marys city commission approved the obtaining of a bids to replace the carpet at their January 21st City Commission meeting. A vendor came to take measurements and then met with staff from both the Library and the city.
- Judith learned that the Library Stack mover that was owned by the Central Kanas Regional System Library is no longer available. The equipment was loaned in the past to libraries across the state who were doing carpet replacement project. It was very disappointing to find that we will not be able to borrow it to help with this potential project. Early communication with the vendor indicated that the cost for the project, including carpet replacement and new flooring for the kitchen and bathrooms, was estimated to cost of \$45,000. That estimate does not include any movement of the book stacks and other furnishings.
- POLICY UPDATES: Policies under consideration include the following: Internet Access and Computer Safety Policy – under review, has not been changed. After discussion Alicia Matson moved that the Board approve the Internet Access and Computer Safety Policy as reviewed with no changes. Peggy Adams seconded the motion and the motion carried.

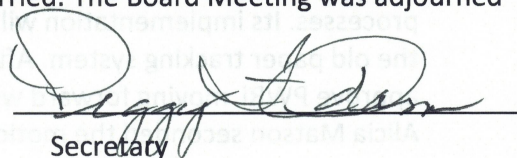
#### NEW BUSINESS:

- ACCOUNTING CHANGES: Judith and Genevieve have been working on the approved changes in the accounting system software. The auditor recommended the library move to the APLOS accounting system, and suggested Gusto as the payroll processor because it integrates fully with the Aplos system.
- Aplos is designed for non-profits and the Library was able to qualify for nonprofit discounts from both vendors. PWRL will receive up to six month service free and then will be billed on a month to month basis. There is no contract and PWRL can change vendors at any time if we aren't satisfied with their services.
- The cost for the new systems is more than originally anticipated, but an additional time keeping module was added to Gusto. This will allow employees online access to both leave time and pay information and allow for more accurate and streamlined reporting processes. Its implementation will hopefully alleviate dissatisfaction staff has had with the old paper tracking system. After discussion Bill Flannigan moved that the Board approve PWRL moving forward with the transition to the proposed accounting systems. Alicia Matson seconded the motion and the motion carried.

- **PUBLIC LIBRARY REPORT:** The Kansas Public Library Report covers all aspects of Library operation. Judith has gathered a majority of the information for this report and will be working steadily to complete the report by the February 5 deadline. The completion of this report is required for the Library to retain eligibility to receive State Aid funding.
- **STATE AID TO PUBLIC LIBRARIES:** Last year state librarian recommended an additional amount to be added per capita to the annual State Aid to Public Libraries funding. The initial recommendation adding \$1.00 per capita was downsized to .06 per capita, amounting to around \$1700 for PWRL. This was to be in addition to the base amount which amount to \$7,927 for PWRL in 2024. The current discussion in the legislature would remove the base amount leaving PWRL will just the \$1,700 per capita amount. This amount would not cover the \$7,400 cost of the NCKL contract and Sunflower eLibrary subscription so the issue will definitely need to be considered as part of the 2026 Library Budget process.
- **EXECUTIVE SESSION:** Bill Flannigan moved that the Board go into executive session for 30 minutes with the Board, Assistant Director, and Director present, to discuss non-elected personnel. Alicia Matson seconded the motion and the motion carried. The Board went into executive session at 6:43 p.m. and came out at 7:13 p.m.
- Lela Riley moved that the Board go into executive session for an additional 30 minutes with the Board, Assistant Director, and Director present, to continue the discuss on non-elected personnel. Bill Flannigan seconded the motion and the motion carried. The Board went into executive session at 7:17 p.m. and came out at 7:47 p.m.
- Alicia Matson moved that the Board go into executive session for an additional 5 minutes with the Board, Assistant Director, and Director present, to complete the discuss on non-elected personnel. Alice Hinck seconded the motion and the motion carried. The Board went into executive session at 7:55 p.m. and came out at 8:10 p.m.
- Lela Riley moved that the Board ask Judith to explore the budget to find funding for salary increases for Library Staff. Alicia Matson seconded the motion and the motion carried.
- **BOARD MEETING DATES FOR 2025:** The February Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, February 26, 2025.
- **ADJOURNMENT:** Bill Flannigan moved that the Board Meeting be adjourned. Peggy Adams seconded the motion and the motion carried. The Board Meeting was adjourned at 8:15 p.m.



Chairman



Secretary