

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 30, 2019 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 PM. Nina Imthurn was appointed Secretary. Paulette Simecka was Treasurer. Board members, Sue Jenkins and Sandie Jensen, were present remotely via telephone. Others present were: Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Nina Imthurn moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE NOVEMBER 28, 2018 MEETING:** Pam Bales moved that the minutes be approved as corrected for spelling. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The Board received cards from Deborah Eichen and Julia Anderson thanking the Board for their increase in salary.
- **REPORT OF TREASURER:** Paulette reported the Library received ad valorem funds from Wabaunsee County on January 14 in the amount of \$68,077.88. Of that amount, \$60,837.02 was allocated to the General Fund and \$7,240.86 was allocated to the Employee Benefits Fund. The Library received ad valorem funds from Pottawatomie County on January 25 in the amount of \$232,000.00. Of that amount, \$208,000.00 was allocated to the General Fund and \$24,000.00 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- **NCKL REP REPORT:** The next NCKL Executive Committee meeting will be tomorrow, January 31, and Judith will attend. Judith is also sitting on the NCKL grant review committee. NCKL has hired a new Youth Consultant, Sandy Wilkerson. NCKL is also looking into purchasing a new van to be used to deliver the NCKL rotating book collections.
- **REPORT OF DIRECTOR:**
 - The library will shortly be ordering Summer Reading Program personal items such as tshirts with the “Universe of Stories” theme. Board members were asked if they had any interest in purchasing such items.
 - The Library is in the process of closing the financial year for 2018.
 - The Library’s annual audit with Varney and Associates is scheduled to take place on March 29, 2019.
 - Caitlin Santacroce, St. Marys Assistant Librarian, has submitted her notice. Judith has hired her daughter, Destiny Brooks, to fill the open position. She will start work on February 4, 2019. Judith noted that because Destiny is under age, her hours will be limited per the standards set by the Fair Labor Standards Act.
 - Due to inclement weather, on January 19, St. Marys, Harveyville, and Westmoreland were closed. January 22, Onaga, Harveyville, and St. Marys closed early. NCKL rotation that had originally been scheduled for that day at Alma and Eskridge was rescheduled for January 25. On January 23, St. Marys, Alma, Eskridge, Onaga, and Alta Vista were all closed.
 - Although all library locations were closed on January 23, Judith still attended the Annual KLA Library Legislative Day on January 23 at the Capitol in Topeka. Despite scheduling difficulties due to the weather, Judith was still able to meet with several legislators and deliver care packages to both Representatives and all four Senators that serve constituents within PWRL’s legal service area.

- Judith and Elizabeth have been working to install the Simplisafe security systems at all locations. The biggest challenge has been communicating with the company because of working with multiple customer representatives on issues that require repeated call-backs. PWRL has been assigned a designated representative to alleviate this problem and the systems will be installed at the remaining locations within the next month.
- Judith is scheduled to take a course for CPR/AED certification on Friday, February 1. She noted that she would like to get more library staff certified and asked the Board if they had any suggestions for affordable training.
- The United Way of the Flint Hills in Emporia recently notified PWRL that they recently received a five year grant and were able to open up three new zip codes, 66423, 66549, and 66507 in Wabaunsee County for participation in the Dolly Parton Imagination Library program. Eskridge, Harveyville, and Maple Hill residents are now eligible to register their children between the ages of 0-5 for the program. Each Child will receive one book per month via mail for a max of 60 books for free. There are different books for different age groups. Library staff adjusted the program application form into a standard format and arranged with the City of Harveyville to send it, along with a PWRL bookmark, to all Harveyville utility customers. Staff will be in contact with groups and organizations in the communities of Maple Hill and Eskridge to disseminate the information further.
- January 25 was the rededication of the building housing the PWRL Alma Branch as the Marion Armstrong Memorial Building. An open house was held and there were approximately 65 people in attendance for the ribbon cutting ceremony. Lorelei Wilson, Alma Branch Librarian, helped design the memorial sign for the building and put together a shadowbox display that included a commemorative plaque. The event was featured in the Signal Enterprise and on WIBW.
- UNFINISHED BUSINESS:
- CIVIL RIGHTS COMPLIANCE FORMS: Judith presented the Civil Rights Compliance form to be signed by Board Chair, Pam Bales, per the Board motion made on Nov. 28, 2018.
- NEW BUSINESS:
- 2019 LIBRARY CALENDAR: Judith distributed copies of the 2019 Library Calendar for Board member review. Board members were encouraged to mention any local events not already listed for inclusion.
- ERATE APPLICATIONS: PWRL has completed the required E-Rate form 470, which describes which telecommunication services the library will need during the next application period from July 2019 – June 2020. After 28 days, the library will be able to complete the E-Rate form 471, listing the services chosen for each location. This year PWRL will be requesting Tier 2 technology as well, in order to finance the replacement of wireless access point technology at each location .
- PUBLIC LIBRARY REPORT: The report, a requirement for State Aid funding eligibility, is due on February 10. 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 2018: The next Library Board meeting will be held on Wednesday, February 27, 2018 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:09 PM.



Chairman



Secretary