

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 25, 2026 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:33 p.m. Alica Matson was appointed to act as Secretary. Others present were Board Members Bill Flannigan and Peggy Adams (via telephone), Judith Cremer, Director.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda, including the approval of minutes of the January 28, 2026 board meeting, correspondence and communication, report of the treasurer, approval of the January financial reports and payment of the February bills. Alicia Matson seconded the motion and the motion carried.
- NCKL REP. REPORT: An NCKL Directors meeting was held today via Zoom. Judith was involved with moving furniture and supplies to accommodate the ongoing carpet replacement project and was unable to attend. The next NCKL Directors Meeting is scheduled for Wednesday, March 25.
- The next NCKL Executive Board meeting is scheduled for Thursday, March 26, via Zoom.
- An NCKL Children's Summer Reading Workshop is scheduled for March 24 in person in Manhattan. Patty Knutson and Lori Beth Terrell are registered to attend.
- NCKL sent out information about the passage of Senate Bill 244. This legislation requires entities to implement policy on the designation of multiple occupancy private spaces in public buildings. PWRL does not have multiple occupancy private restrooms for public use so this new legislation is not directly applicable to the Library.
- DIRECTORS REPORT: Judith told the Board that she and Genevieve are still working with Gusto, PWRL's payroll processor, to make the corrections needed to generate amended W2 tax documents for full time PWRL employees. Gusto support staff were notified in early January that there were errors on the original W2s. The problem occurred because the retirement benefits were not set up correctly when the library started using Gusto. Gusto staff must make manual adjustments to each individual payroll in 2025 for every PWRL employee to correct the problem. The process has been time-consuming, but it is necessary in order to get the correct information submitted to the IRS. The goal is to get the corrections completed as quickly as possible so that all PWRL employees can access their amended tax forms in time to file their individual 2025 income tax returns.
- PWRL received notification that the 2026 State Aid funds in the amount of \$9,925.97 will be deposited in the library state aid account shortly. This is a decrease of \$997.50 over the 2025 State Aid funding distribution. This 9.13% decrease reflects the loss of the \$1,000 base amount that was added in 2025 which has now been removed.
- Work on the Carpet & Tile replacement project at St. Marys has been moving forward. Library Staff and volunteers removed the furniture and equipment from the two offices

last week and the carpet replaced earlier this week. The massive amounts of equipment and supplies in the magazine and supply rooms was moved through the combined efforts of Library staff, a handful of young volunteers, and ten city workers who pitched in to help. Furniture from the kitchen has also been relocated and the tile work in that area has begun. The carpet in the magazine and supply room still needs to be replaced and all the materials returned to those areas. The kitchen and public bathroom tile need to be finished. Carpet replacement at the bottom of the stairs also needs to be done. It has been a massive amount of work, and the decision to keep the library open has added somewhat to the chaos, but the results are good and we are thankful for everyone who has pitched in to help get the job done.

- Scheduling conflicts have made it difficult to sustain the outreach programs for the Mission Valley Kindergarten classes that were started by the previous Assistant Director. Judith has asked the Eskridge Branch Librarian to arrange dates to host programs in March and April at the school. Staff will then need to be shifted to cover the service desk at Eskridge to allow the Branch Librarian time away from the library to host the programs.
- A meeting for administrative and branch staff is scheduled for Friday, February 27. An agenda and details about how to prepare for the meeting was sent out on Monday. The Board encouraged Judith to discuss the importance of teamwork and working together for the betterment of the library with all staff.
- UNFINISHED BUSINESS:  
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday February 13, 2026. The information to be included in the St. Marys City Commission meeting packets, including the two Kansas State Library report documents and the monthly new book list, was emailed to the St. Marys City Clerk to be given the St. Marys City Commissioners.
- Judith gave the Advisory Committee an update on the progress made on the carpet replacement project and an overview of upcoming programming opportunities.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, March 13.
- TOPICS FOR BOARD DISCUSSION – JOB DESCRIPTIONS / EMPLOYEE EVALUATIONS / EMPLOYEE SURVEYS – Priorities for revising job descriptions and implementing a schedule for staff evaluations was discussed.
- PUBLIC LIBRARY REPORT: The Kansas Public Library Report was submitted to the Kansas State Library on February 4. PWRL's eligibility to receive State Aid Funding is contingent on the completion of this report. A flyer and pamphlet are auto generated following the submission of the report. Judith customized these documents and provided the Board with copies.

**NEW BUSINESS**

- EXECUTIVE SESSION – NON-ELECTED PERSONNEL: Bill Flannigan moved that the Board go into executive session for 30 minutes with the Board and Director present to discuss non-elected personnel. Lela Riley seconded the motion and the motion carried. The Board went into executive session at 6:25 p.m., and came out at 6:55 p.m.
- Bill Flannigan moved that the Board going into executive session for an additional 15 minutes to continue the discussion on non-elected personnel. Alicia Matson seconded the motion and the motion carried. The Board went back into executive session at 6:56 p.m. and came out at 7:11 p.m.
- 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.
- 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 March Board Meeting.
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL’s 2012 Dodge Grand Caravan will mature on March 28, 2025. The Library depends on the van for transportation during the weekly route that picks up and delivers materials to each location, as well as transporting staff to the mini libraries. The balance of the current CD at the St. Marys Bank of the Flint Hills is \$27,550.74.
- The current mileage on the van is 251,650.
- \$500 has been budgeted for vehicle replacement in 2026. This same amount has been budgeted for this purpose for a number of years.
- The Board agreed by consensus that the library should redeem the CD on its maturity date and look at purchasing a new vehicle.
- BOARD MEETING DATES FOR 2026: The March Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, March 25, 2026.
- ADJOURNMENT: The Board Meeting was adjourned at 7:27 p.m.

  
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Chairman

  
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Secretary