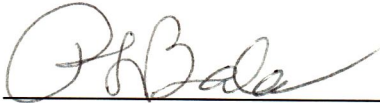


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, February 26, 2019 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 PM. Nina Imthurn was appointed Secretary. Paulette Simecka was Treasurer. Board members, Sue Jenkins and Sandie Jensen, were present remotely via telephone. Others present were: Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as presented. Pam Bales seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE JANUARY 30, 2019 MEETING:** Nina Imthurn moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None.
- **REPORT OF TREASURER:** No ad valorem funds received.
- Judith reported that the 2018 financial year was closed this month. The FY2018 balance transfer to CIF, per the Board's motion in November 2018, was \$20,378.365. The required annual audit with Varney and Associates is scheduled for Friday, March 29, 2019.
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- **NCKL REP REPORT:** The NCKL Executive Committee met January 31 and Judith attended. Judith also attended the NCKL grant review committee meeting that day.
- An NCKL Directors' meeting was held online on February 14 and Judith attended. A new service offered through a partnership between Goodwill and Google to provide free technology training was mentioned as part of the discussion. Judith will follow-up on this to see if service could be incorporated into programing at PWRL.
- The next NCKL Executive Committee meeting will be held on March 28.
- The annual NCKL Summer Reading workshop will be March 7. A total of 8 staff members from all PWRL locations have been registered for this event.
- **REPORT OF DIRECTOR:**
- Susan Magnett, Assistant Librarian at Onaga, has notified Judith that she would like to leave her position as the Assistant Branch Librarian at Onaga by the end of May before the start of the annual Summer Reading Program. Judith said she would begin searching for a replacement.
- Judith reported that she was contacted by staff at Onaga USD 322 asking the library to partner with them and provide a support letter for their Kansas Department of Education 21<sup>st</sup> Century Community Learning Center Grant. They want to provide an afterschool program and summer school programs for their students. Judith told the Board that she had provided a letter detailing the services available at the PWRL Onaga Branch Library and suggesting ways that the library and the school system could work together to provide quality information and programing for children in that community.
- Due to inclement weather the library experienced some interruption to regular service hours.
- Wednesday, February 6: St. Marys and Eskridge closed at 12:00 pm and Onaga and Alta Vista closed early at 5:30 pm.
- Thursday, February 7: St Marys and Westmoreland were closed, but Olsburg remained open.
- Friday, February 15: St. Marys and Alma were closed. Eskridge and Onaga closed at 10:30 am.

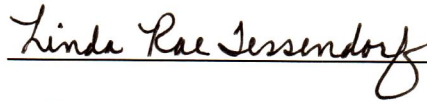
- Wednesday, February 20: St Marys and Eskridge were closed. Alma opened at 11:00 am and Onaga opened at 1:00 pm.
- The Library has continued to publicize The United Way of the Flint Hills's support of the Dolly Parton Imagination Library program in the 66423 (Eskridge), 66549 (Harveyville), and 66507 (Maple Hill) zip code areas. Library staff printed the program application form in a standard format size and arranged with the City of Harveyville to send it, along with a PWRL bookmark, to all Harveyville utility customers. PWRL provided 60 copies of the application form to the Maple Hill Elementary School to be distributed to their students. The City of Eskridge provided their utility mailing list and postage to allow PWRL to send application forms and bookmarks to all Eskridge utility customers. Library staff also sent a digital copy of the application form to the Mission Valley schools who printed and distributed them to over 200 students.
- An article in the Wabaunsee County Signal Enterprise featured the January 25 rededication of the building housing the PWRL Alma Branch as the Marion Armstrong Memorial Building.
- Judith and Elizabeth have installed the new Simplisafe security system at all locations now. There have been several difficulties in getting everything running smoothly, but having a dedicated customer service representative has assisted the process. There was a system-wide update yesterday, February 25, which caused some additional issues, but staff is working to resolve them.
- The library was contacted by the St. Marys Police in regard to the report of an attempted child abduction in St. Marys yesterday. Staff members reviewed security camera footage to assist in the investigation.
- The next PWRL staff meeting has been rescheduled for March 22. Judith has been in communication with Catholic Charities to begin organizing for the 2019 Summer Food Program. Staff from Catholic Charities will attend the staff meeting to facilitate further coordination and possible training. Changes in the food program thus far this year include increasing the number of days for food service from one to four at Alma and PWRL taking on responsibility for the Summer Food distribution at the Westmoreland location.
- PWRL will be borrowing a digital planetarium from Fort Hays State University during the week of July 1-5. This will require Elizabeth to attend a training session at Fort Hays and then to pick up the equipment and drop it off following the programs. We will use this opportunity to pair up with local astronomer, Jerelyn Ramirez, who is interested in participating.
- UNFINISHED BUSINESS:
- PUBLIC LIBRARY REPORT: The Kansas Public Library Report, the completion of which is now required for a library to maintain eligibility to receive State Aid funding, was submitted by February 8. Judith was notified on February 21 that PWRL will receive \$7,425.79 in State Aid Funding for 2019. PWRL budgeted for another decrease in State Aid Funding for 2019 but the library will actually be receiving .77791% increase to aid which amounts to an additional \$57.32 over the previous year.
- EVALUATION OF THE DIRECTOR: Nina Imthurn moved that the Board go into Executive Session for up to 15 minutes to discuss non-elected personnel in regard to the director's evaluation with only the Board present. Pam Bales seconded the motion and the motion carried. The Board went into executive session at 5:55 p.m. and came out at 6:05 p.m.
- When the Board reconvened, Judith was presented with a copy of the evaluation with the Board's combined comments. She was asked to review the document and will have the opportunity to ask any questions she may have at the meeting next month.
- NEW BUSINESS:
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL's 2012 Dodge Grand Caravan will mature on March 22, 2019. 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 for the mini libraries. The balance of the current CD at the St. Marys State Bank is \$20,457.73. The current

mileage on the van is 122,397 miles. \$500 has been budgeted for vehicle replacement in 2019. This is the same amount that has been budgeted for this purpose for a number of years. The interest rate on the current CD is .5% for a term of 12 months.

- After discussion, Nina Imthurn moved that the Board approve a new CD for vehicle replacement with a new interest rate of 2.32% APY for a term of 12 months. Paulette Simecka seconded and the motion carried. Judith noted that bank staff have indicated that if vehicle replacement needed to be done earlier than anticipated the penalty for early withdrawal of the funds from the CD would mean the loss of 6 months' interest.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Wednesday, March 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. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:15 PM.



Chairman



Secretary