

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 26, 2024 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. Others present were Board Members: Lela Riley, Bill Flannigan, and Alicia Matson; Judith Cremer, Director, and Ashley Araiza, Assistant Director.
- Peggy Adams moved to approve the meeting agenda, Bill Flannigan 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 January 29, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the February bills. Peggy Adams seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith did consult with the NCKL Director on some management issues this month but she was unable to attend the NCKL Executive Committee Meeting that was held on February 26th, 2025. She also missed the NCKL Director's meeting that was held at the Wakefield Public Library on February 5, 2025.
- DIRECTORS REPORT: Staff is still working in the new APLOS accounting system to create all the desired reports. Currently each fund is being tracked separately in its own report. The check register will continue to be prepared using the old format until we can get the new system to produce something better. Judith reviewed the new format with the Board and explained how to read the reports.
- The collection management team has been working on an ongoing collection review project. Judith shared a copy of the progress report and explained how PWRL handles materials that have been weeded from the collection. The library has small book sales throughout the year. PWRL also builds our annual Pottawatomie County Fair booth so that books can be offered there for free to the public. After that PWRL partners with many smaller local groups and organizations who are happy to take extra materials and put them to good use.
- The Library staff is still suffering with rounds of illness at multiple locations. Absences require juggling other staff members to cover service positions which causes additional stress, but we are doing our best to keep things running. Staff is being trained now to enter their leave time in the new Gusto time tracking software. That will at least help us keep track of things a little better.
- The library was closed due to inclement weather on the following dates
  - January 6<sup>th</sup> and 7<sup>th</sup> – all locations closed.
  - January 8<sup>th</sup> - Alma closed at 4 p.m.

February 12<sup>th</sup>- all locations closed.

February 18<sup>th</sup>- all locations closed

February 19<sup>th</sup> - closed at Eskridge; Alma closed at 4 p.m.; Onaga closed at 5 p.m.

- Per the library policy, when the director makes the decision to close the library due to inclement weather employees are paid for the dates of closures. Judith survey's staff at each location and makes a decision based on feedback from local staff at each location. Closings are posted on WIBW and KSNT.
- The pipes at the Eskridge location froze again on February 12<sup>th</sup>. There are large holes in the roof over the area where the pipes are located which contributes to ongoing problems with freezing. The issue has been reported to the building owner but no long term solution has been implemented. Judith has instructed the Eskridge staff to make it a practice to always leave the water dripping from the faucets in the building during the winter months. Judith told the Board that she would continue to seek advice on ways to manage this situation.
- All new staff computers are in the process of being installed at all locations. New printers were installed at Eskridge and Alma. It was discovered that the printer purchased for Onaga has damaged in shipping. That machine has been replaced by the vendor but has not yet been installed. The next step is to work with vendors on a quote to replace public computers. Two public computers have already been replaced at Eskridge in the first round of updates.
- The Spring Storytime sessions have started at St. Marys and Alma. Arrangements with the school at Olsburg were made for storytime but had to be rescheduled due to poor weather conditions. Inclement weather also forced Eskridge and Onaga to postpone the start for storytime at those locations.
- February is traditionally Love Your Library Month. The Alma Signal Enterprise published letters this month from Library patrons describing why they love their library in support of Love Your Library month. Patrons at the St. Marys location also submitted cards and letters to mark the occasion.
- The Kansas State Library launched a new statewide database for preschoolers called Vooks Books this month. This database replaced Tumble books and features a collection of picture books that have been animated. The Audio function reads the book and the text is displayed so that kids can read along with the story. A Kansas library ecard used to access statewide digital resources is needed to access the service. Visitors can also record their own voice to accompany animated stories for their kids to read along with.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: Bill Flannigan delivered the monthly Statistics packet and the New Book List to the city for the St. Marys City Commission packets on February 14, 2025, following the monthly St. Marys Advisory Committee meeting.
- It was reported that the proposed seed library is coming together. Advisory Committee Chair, Maria Drippe, has a speaker willing to conduct a public workshop on Kansas gardening topics. Library staff will work with her to get the program schedule.

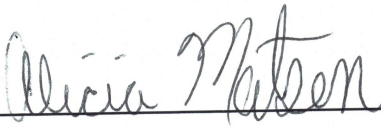
- Judith and Bill met in February with the city manager to discuss the possibility of replacing the replacement of the carpet at the St. Marys location. The current carpet is at least 45 years old and it is coming apart at the seams creating a trip hazard. The city had a local vendor measure the space and they estimated a cost of a little over \$43,000 to replace the carpet. It was suggested that PWRL looks for a grant to cover the cost. Grants to pay for facilities updates are very hard to find, and as renters the library is not in a good position to apply for any funding that might be available.
- The work to repair the roof damage from the storm last year is still pending insurance approval. There was also some discussion of window replacement that might also eventually be done. Multiple light fixtures were replaced in the reference room last month, but there is still over the patron computers that has been out since last May. Following the discussion with the city Judith submitted another work order to repair this fixture.
- PAYROLL/GUSTO: Gusto tracks leave time as it accrues. Previously the time would have been tracked but not combined as a total because it has been earned but is not available for use until the following calendar year. We are currently working on a way to make the system show accruing leave time from the current year separately from earned leave time that is available for use.
- PUBLIC LIBRARY REPORT: In the past Judith spent considerable time preparing a very detailed annual report that includes pictures and statistics about the library. This report is a good tool to use to explain what an important role the Library plays in each of our communities. Prior to that report Judith shared an abbreviated version that is generated based on the information submitted to the Kansas State Library in the Public Library Report.

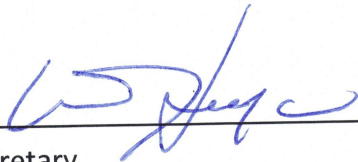
#### NEW BUSINESS:

- SALARY & WAGES REVIEW: Three years ago it was recommended that we increase salaries to a level that was comparable to market standards instead of including the very high cost of adding health insurance to the library budget. It was estimated that most library positions were 30% - 40% below market value at that time. After a very difficult budget process the Library Board approved a salary increase of 6% for Library Staff in 2023. That increase was followed by another 6% increase in salaries in 2024 and a 3% increase in salaries for 2025. Those increases, though appreciated, did little to close the basic funding gap and the continued lack of health insurance coverage makes employee hiring and retention chronically difficult.
- Judith reviewed the existing salary worksheet and schedule for the Board and discussed hours and pay for each position. She also itemized all amounts in the Capital Improvement Fund, Miscellaneous Revenue, Donations and Gifts, Grants, and Vehicle Replacement. After a very long discussion the Board agreed by consensus to continue the negotiations as part of the 2026 Library Budget process.

- **DIRECTOR EVALUATION:** 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.
- **BLUE TOWNSHIP LIBRARY INQUIRY:** Judith received an email from the Blue Township clerk. The township was offered a collection of books by a local resident. It was suggested that the township use the collection to start a library. Judith discussed the proposal with the clerk. She also outlined PWRL policy on mini libraries and the possibility that they might want to go in that direction. The township clerk said that they ask for feedback from community members, judge the level of interest in having a library, and get back to us on how they would like to proceed.
- **E-RATE APPLICATIONS:** The 470 E-Rate application signaling PWRL's intention to participate in the Federal E-Rate Internet Reimbursement Program for the period of July 2025 – June 2026 has been submitted. Participants are required to wait 28 days after the 470 form is posted on the USAC (Universal Service Administrative Co.) website before they can select their vendors and file the E-Rate 471 application, setting the amounts that will be charged and reimbursed through the E-Rate program. Judith also included a 470 request for the new funding support for Internet hotspots to be loaned to the public. The deadline to file the 471 E-Rate Applications outlining the services and equipment ordered, and requesting reimbursement for a portion of those costs, is Tuesday, March 26, 2025.
- **VECHICLE REPLACEMENT:** 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 \$25,910.35.
- The current mileage on the van is 233,620. New tires and brakes were purchased for the van in December 2024. This month a leak was repaired in the transmission pan and a crossover coolant pipe and serpentine belt were replaced.
- \$500 has been budgeted for vehicle replacement in 2025. 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 4.18% for a term of 12 months. They are currently offering a rate of 4.15% for a new 12 month CD.

- After discussion, Alicia Matson moved that the Board approve a new CD for vehicle replacement at the current rate for a term of 12 months. Lela Riley seconded the motion 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 2025: The March Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, March 26, 2025.
- ADJOURNMENT: Lela Riley moved that the Board Meeting be adjourned. Bill Flannigan seconded the motion and the motion carried. The Board Meeting was adjourned at 8:15 p.m.

  
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Chairman

  
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Secretary