


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 28, 2024, at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Present were Board Members: Paulette Simecka, Alice Hinck, Alicia Matson, Peggy Adams, Joan Johnson, Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director. Pat Weixelman, County Commissioner and Bill Flannigan were also present.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Peggy Adams moved that the Board approve the consent agenda as presented, including the adoption of the meeting agenda, approval of minutes of the January 31, 2024 board meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of the February bills. Alice Hinck seconded the motion, and the motion carried.
- REPORT OF TREASURER: Paulette Simecka reported that the library received an Ad Valorem check from Pottawatomie County for \$300,000. Of this check, \$272,000 is for the general fund and \$30,000 is for the employee benefits fund. After discussion with county personnel, Judith arranged that we would pick up tax fund checks in person to avoid any delay in their deposit.
- NCKL REP. REPORT: Judith reported legislative information that NCKL had shared with member libraries. There is legislation pending at the State level that could have implications for public libraries in Kansas. Included in the update was information about a pending bill that would change how libraries handle the annually required budget and revenue neutral hearings. There were also a handful of legislation dealing with civil rights and censorship issues, and an update on a proposal for adjusting the amount libraries receive in State Aid Funding.
- DIRECTOR'S REPORT:
 - Staffing changes.
 - Rain Schultz-Pruner, PWRL's Assistant Director, has submitted a letter of resignation and accepted a job at the Topeka Public Library. His last day working at the Library will be Thursday, March 7, 2024. Pam Bales moved that the board accept Rain's resignation with regret and thanked him for his service to the library.. Alicia Matson seconded, and the motion carried.
 - Melanie Smith, the St. Marys Branch Library, announced that she is engaged and will be married in the fall. Following the wedding, Melanie and her new husband will be moving to North Dakota.
 - The Substitute Librarian position is still open at Harveyville. It is very difficult to locate and hire a qualified individual who is willing to work three hours every Saturday morning at this small and remote location.

- The Assistant Branch Librarian position at Onaga is also still open. Lester Jennings is continuing to fill that gap, but he has indicated that he is actively seeking other employment. For this reason, it is important that we locate a good candidate for this job as soon as possible.
- Judith updated the board on a recent surgery she had on her leg, which has contributed to the stress of several impending deadlines at the library.
- PWRL has been able for several years to offer full time employees the ability to request that a portion of their wages be added to a KPERS 457 retirement plan. As of January 1, 2024 PWRL Employees can now also contribute to a ROTH retirement savings plan.
- The library is still exploring options for replacing the circulation desk at Alma that was damaged when the ceiling collapsed in July 2022. Library furniture can be very expensive, so the process has been slow. Staff is currently working with Custom Woods in St Marys so see if they can offer an affordable option for replacing the desk.
- PWRL has completed the initial applications for both Category 1 and Category 2 services through the Universal Services Administrative Companies E-Rate program for Schools and Libraries. If approved PWRL will be eligible for a reimbursement of 70% of this amount paid for internet costs. The Category 2 application request assistance with replacing the original internet cabling at the St. Marys headquarters location and updating the network equipment at that location. If approved, PWRL will likely again be eligible for a reimbursement of 70% of the approved amount.
- The deadline for submitting the documents requested by the auditor to complete the 2023 financial audit for the library is February 29, 2024. The auditor has agreed to a week's extension to allow library staff a little more time to get this completed while they also juggle several other deadlines.
- UNFINISHED BUSINESS:
ST. MARYS ADVISORY COMMITTEE: Bill Flannigan reported that the St. Marys Advisory Committee discussed ways to work on community outreach and partnerships with other community groups at their meeting on February 16th. As a start to these efforts PWRL provided flyers including copies of the new enlarged service brochure, monthly new book list, and Flipster digital magazine to the St. Marys Senior Center. Meals on Wheels volunteers then delivered the information to their local customers.
- Members of the Advisory Committee reviewed the book *The Sun and The Star* by Rick Riordan, they recommended that the book not be on the shelf at St Marys.
- Judith is working on a document to help facilitate engagement and support of parents by the Library and its staff. This is a work in progress.
- PUBLIC LIBRARY REPORT: The Kansas State Library now requires that all public libraries complete annual Public Library Survey Reports to retain eligibility to receive State-Aid funding. Judith submitted PWRL's report before the deadline on Monday, February 5th. She then created a brochure that graphically shows the statistical information contained in the report that could be distributed to library stakeholders.
- NEW BUSINESS:

- POLICY UPDATES. PWRL's auditor as part of the audit process recommended that the Board add policies on conflict of interest and whistle blowers. Several other sections of the Library Policy would benefit from updates. The board agreed to begin looking at needed policy changes at the March Board Meeting.
- BOARD MEMBER POSITIONS: Paulette Simecka was appointed to serve an unexpired term and was then re-appointed to serve two additional four-year terms. She will complete her tenure on the Library Board on April 30, 2024. Bill Flannigan was appointed by the Pottawatomie County commission at their February 12, 2024 Commission meeting to replace her. Bill's first term will run from May 1, 2024-April 30, 2028.
- Pam Bales, having served two four-year terms, will also complete her tenure on the Library Board on April 30, 2024. We are still searching to find a candidate to fill Position 3 (Alma) on the Library Board. Judith will send a letter to the Wabaunsee County commission recommending an appointment to the PWRL Board of Trustees once a qualified and willing candidate is found.
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL's 2012 Chevrolet Grand Caravan will mature on March 28, 2024. The Library depends heavily on the van for transportation during the weekly route that picks up and delivers materials to each PWRL 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 \$24,418.86.
- Last year, at this time, the total balance of the vehicle replacement CD was \$ 23,325.62. The current mileage on the van is 215,567 miles. Last year the mileage on the van was 197,735 (+17,832 miles in 2023-2024, +23,314 miles in 2022-2023, +17,780 miles in 2021-2022). There have been some mechanical issues with the van, but currently it seems to be in fair working order. The vehicle will likely need new tires and brakes this year.
- \$500.00 has been budgeted for vehicle replacement in 2024. This same amount has been budgeted for this purpose for several years. The interest rate on the current CD is 3.16% for a term of 12 months. The Interest rate in 2022 was .37%, the Interest rate in 2021 it was .50%, and in 2020 it was 1.85%. In Bank of the Flint Hills is currently offering a 9-month special interest rate of 5.1% although there is not guarantee that this rate will be available on the library CD's maturity date.
- After discussion, Peggy Adams moved that the Board approve a new CD for vehicle replacement at the best available rate for a term of up to 12 months. Joan Johnson seconded the motion and the motion carried. Judith noted that bank staff have indicated that if vehicle replacement must 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 2024:

- The March Library Board Meeting will be held on Wednesday March 27, at 5:30 p.m., at the PWRL St Marys Branch Library.
- ADJOURNMENT: Pam Bales moved that the Board Meeting be adjourned. Alicia Matson seconded the motion, and the motion carried. The meeting adjourned at 6:43 p.m.



Chairman



Secretary