

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 25, 2026 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Bill Flannigan was appointed to act as Chairman. He called the meeting to order at 5:31 p.m. Peggy Adams acted as Secretary. Others present were Board Members Lela Riley and Alicia Matson, Judith Cremer, Director, and Terry Force, Pottawatomie County Commissioner.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Lela Riley moved that the Board approve the consent agenda, including the approval of minutes of the February 25, 2026 board meeting, correspondence and communication, report of the treasurer, approval of the February financial reports and payment of the March bills. Peggy Adams seconded the motion and the motion carried.
- NCKL REP. REPORT: An NCKL Directors meeting was held today via Zoom.
- An NCKL Executive Board meeting is scheduled for Thursday, March 26, in person at the NCKL office. The agenda includes discussions on the 2025 NCKL audit and the 2027 NCKL Budget & System Plan.
- An NCKL Children's Summer Reading Workshop was held on March 24 in person in Manhattan. Patty Knutson, Lori Beth Terrell, and Emily Murphy attended.
- NCKL has received notification that the Kansas State Legislature has restored the funding for a \$1000 base rate increase in State Aid funding for Libraries. This base amount was received in 2025 but removed in 2026.
- There was discussion about House Bill 2539. The purpose of this bill was to change the process from the appointment of Library Board Members to the Election of Library Board Members at the Eudora Public Library. An amendment to the bill has expanded to include this option for all Kansas Public Libraries.
- DIRECTORS REPORT:
- The carpet and tile project has been completed at the St. Marys Headquarters Library. The full project took just over eight weeks. The front entrance was closed for part of this time but patron traffic was redirected to the back door so the library could remain open throughout all phases of construction. 11 city workers, 4 adults, 5 high school boys, and 15 young boys worked with the Library Staff to move all the library furniture, equipment, and supplies so the flooring could be replaced. It was a tremendous amount of work and we are very grateful for all those who volunteered to help.
- Library staff will design and make tumblers using sublimation ink and heat transfer equipment to give to all the volunteers as a thank you gift. We are still working on ideas for a celebration to commemorate the successful completion of this project.

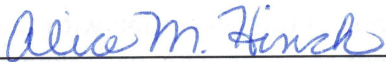
- The addition of new electrical outlets to the supply room is the only maintenance item associated with the St. Marys construction project that has not yet been completed. The city has reportedly contracted with Perry Electric to do this work but this project is apparently still on the waiting list.
- The Substitute Librarian who works each Saturday morning at the Harveyville Mini Library has given her notice. Her last day will be Saturday, April 11. An individual has indicated some interest in the position but her application has not yet been received.
- Judith talked with the Board about problems with employee time tracking. After discussion, Bill Flannigan moved that in cases when a full time employee expended all available leave time balances they must move to an hourly payroll cycle and be required to track their work hours by clocking in and out of the gusto payroll processing software. Lela Riley seconded the motion and the motion carried.
- Judith reported that the Library has continued to work with the Gusto payroll processing support team over the past month in the effort generate corrected W2 documents for PWRL employees. Problems with the benefits setup in our account has necessitated adjustments and we are still struggling to reconcile the cost of these changes. After discussion, Alicia Matson moved that the board approve funds from the general fund to cover the cost of any required payroll adjustments. Lela Riley seconded the motion and the motion carried.
- The Eskridge Branch Librarian reported that there was a complaint from the owner of the neighboring building about water leaking through a shared wall. The new owners of the building the library leases to house the PWRL Eskridge Branch Library have met with the owners of the neighboring building and are working out a plan for roof repairs.
- The Eskridge Branch Librarian also reported on the progress for developing better partnerships with the Mission Valley Schools. The Eskridge Assistant Branch Librarian is scheduled to present storytime programs to the Mission Valley Kindergarten classes on Friday, April 17.
- PWRL has received confirmation of a series of programs to be presented by staff from the Milford Nature Center as part of the 2027 Summer Reading Program. The following dates and times for programs have been set.
 - Eskridge – June 9 @ 10:00 am
 - Onaga – June 10 @ 1:00 pm
 - St. Marys – June 10 @ 2:30 pm
 - Alma – June 23 @ 10:00 am
 - Alta Vista – July 15 @ 1:00 pm
- PWRL will also be hosting Thad Beach and his Prehistoric Sound Adventure program as part of the 2027 Summer Reading Activities. Donation funds will be used to pay for these programs. Two special events have been scheduled for the following dates and times.
 - Alma – July 14 @ 10:00 am
 - St. Marys – July 14 @ 2:00 pm

- Local St. Marys Patron, Warren Higgins, has agreed to share his rock / fossil collection as part of the 2027 Dig Into Reading Summer Reading Program. His specimens will be displayed in the glass display case at St. Marys during June and July.
- The PWRL Library Van was involved in a minor accident when the Mini Librarian backed the vehicle up and hit a trailer at the St. Marys Short Stop. The other vehicle was undamaged. The right tail light on the van was broken and had to be replaced.
- UNFINISHED BUSINESS:
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday March 13, 2026. The monthly new book list was emailed to the St. Marys City Clerk to be given to 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, April 17.
- TOPICS FOR BOARD DISCUSSION – Priorities for updating policies and implementing a schedule for staff evaluations was discussed.
- EVALUATION OF THE DIRECTOR: Alicia Matson moved that the Board go into executive session for 30 minutes with only the Board present to discuss the Director’s evaluation. Peggy Adams seconded the motion and the motion carried. The Board went into executive session at 6:30 p.m., and came out at 6:59 p.m.
- Alicia Matson moved that the Board going into executive session for an additional 5 minutes to continue the discussion on the Director’s Evaluation. Lela Riley seconded the motion and the motion carried. The Board went back into executive session at 7:01 p.m. and came out at 7:06 p.m.
- When the Board reconvened, it was agreed that a copy of the evaluation with the Board’s combined comments would be created and sent to Judith. She was asked to review the comments and can ask any questions at the next 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 Board agreed by consensus that the library should redeem the CD on its maturity date and look at purchasing a new vehicle. Two Board members signed the necessary paperwork from the Bank of the Flint Hills to allow the CD to be redeemed so that the funds can be transferred to the Library checking account. The \$500 budgeted for vehicle replacement in 2026 will also be deposited into this account.
- Judith reported that she has consulted with staff at NCKL and their recommendation, based on the planned usage and the amount of funds available, was to look at

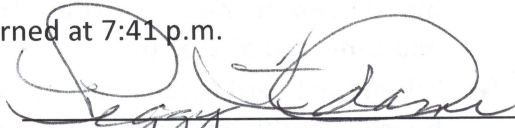
purchasing a used Ford Transit Van to replace the current Library Van. Briggs Auto in Manhattan has sent details on several vehicles they have available for sale. Judith will be in Manhattan for the NCKL Executive Committee Meeting tomorrow and will stop and look at the vehicles.

NEW BUSINESS

- BOARD MEMBER POSITIONS: Alice Hinck will be completing her current term on the Board at the end of April. Alice is eligible to serve a second term and has agreed to do so. Judith told the Board that she would send a letter to the Wabaunsee County Commission asking that Alice be re-appointed for a second term on the board effective May 1, 2026.
- Joan Johnson will also be completing her first term on the Board at the end of April. Joan is eligible to serve a second term but she is unable to do so at this time. Judith told the Board she would work on locating someone to fill Position 1 from the Olsburg area on the PWRL Library Board of Trustees.
- 2027 LIBRARY BUDGET MEETING – APRIL 29, 2026 @ 4:00 p.m. The Board agreed by consensus that the plan for incrementally increasing the Health Insurance Stipend that was begun with the 2026 Library Budget should be continued. Judith said she would include this in the budget proposal that she will be sending for the Boards review with the April Board packet.
- BOARD MEETING DATES FOR 2026: The March Library Board Meeting is scheduled to start at 4:00 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, March 29, 2026.
- ADJOURNMENT: The Board Meeting was adjourned at 7:41 p.m.



Chairman



Secretary