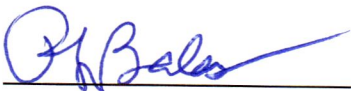


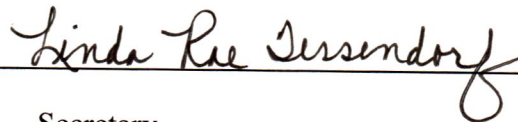
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 27, 2019 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 PM. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Board members Nina Imthurn and Sandie Jensen were present. Board member, Sue Jenkins, was present remotely via telephone. Others present were: Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Nina Imthurn moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 26, 2019 MEETING: Sandie Jensen moved that the minutes be approved as corrected for grammar. Nina Imthurn seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None.
- REPORT OF TREASURER: Ad Valorem funds from Wabaunsee County were received in the amount of \$2,558.69. Of that amount, \$2,290.88 was allocated to the General Fund and \$267.81 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
 - The NCKL Executive Committee Board will meet tomorrow, March 28, 2019 and Judith will attend.
 - The Library has purchased Echo Dots with Alexa for each PWRL location. The new equipment will be used for quick and easy programming, especially during the annual Summer Reading Program. Judith will install an Echo Dot at each of the Wabaunsee County locations tomorrow and Elizabeth will install the remaining equipment at Onaga, Olsburg, and Westmoreland on Friday.
 - Staffing: Elizabeth Tschetter, PWRL Assistant Director, has submitted her resignation. She is leaving the Library for a position with Topeka Shawnee County Public Library. Judith noted that the position has, per library policy, already been announced internally. The external search has also begun with numerous listings of the position via facebook and other online outlets.
 - Judith told the Board that she has hired Colette Goldade, current PWRL Processing Clerk, to fill the open Collection Management position. The PWRL Processing Clerk position will now need to be filled.
 - The positions of Assistant Branch Librarian at the PWRL Onaga Branch and Substitute Librarian at PWRL Westmoreland Mini Library will also need to be filled soon.
 - Judith noted that Sheila McKinzie, PWRL Bookkeeper / Secretary, has volunteered to increase her hours from 30 to 40 per week to assist with staff shortages.
 - On March 14, the Alma Foundation met and invited Judith to attend. She provided the Foundation members with packets of library service brochures, bookmarks, and buttons along with a presentation of the current state of the library. Lorelei Wilson, Alma Branch Librarian, also hosted her staff for a luncheon at her home that day, which Judith also attended.
 - Melanie Smith, St. Marys Branch Librarian, gave a presentation about library services at a USD 321 School Resource Night on March 21. Melanie has also been working to establish outreach services to the Walnut Senior Apartments in St. Marys. She is in the process of registering residents, issuing new library cards, and making provisions for deliveries of both NCKL rotating books and regular requests of books, audios, and DVDs from PWRLs collection.
 - The Westmoreland City Council's minutes published in the Westy Official Weekly newspaper indicated that there was some dissatisfaction with PWRL's installation of a new security system at the

Westmoreland Mini Library location. Elizabeth provided the City of Westmoreland with the pin number for the security system on the day that the monitoring service was activated. In following up with the City Clerk, Judith again offered to provide a detailed overview of the system that would aid City personnel in gaining necessary access to the building.

- PWRL has completed the applications for both Category 1 and Category 2 services through the Universal Services Administrative Companies E-Rate program for Schools and Libraries. The estimated cost for Category 1 online services from July 1, 2019 – June 30, 2020 is \$9,900. If approved PWRL will be eligible for a reimbursement of 70% of this amount equaling around \$6,930. The estimated cost for Category 2 equipment purchases is \$1,126.86. If approved PWRL will be eligible for a reimbursement of 70% of this amount equaling \$788.80. Included in the cost for online services is a planned increase of internet speed at Alma from 6 MB to 20 MB through Wamego Telco.
- Judith told the Board that her mother has been in the Kansas Heart Hospital in Wichita for a month. She expressed appreciation to PWRL staff members that have helped her balance time with her mother and work at the library. There has been some improvement in her mother's condition and she is hoping for the best.
- UNFINISHED BUSINESS:
- VEHICLE REPLACEMENT CD: Per the motion in February Judith presented the Board with paperwork to release the CD for vehicle replacement that matured this month, along with paperwork to create a new CD for vehicle replacement in the amount of \$20,982.95 at a rate of 2.32 APY. Board members signed as necessary.
- NEW BUSINESS:
- BOARD MEMBER POSITIONS: Linda Tessendorf has served two full terms on the PWRL Board of Trustees and is not now eligible for re-appointment. Judith told the Board that she has sent a letter to the Pottawatomie County Commission recommending that Alicia Matson be appointed as her replacement.
- 2018 ANNUAL REPORT: Judith reviewed corrected copies of the 2018 Annual Report with the Board. After discussion Paulette Simecka moved that the Board accept the 2018 Annual Report as presented. Nina Imthurn seconded the motion and the motion carried.
- LIBRARY BOARD/STAFF FUNCTION – APRIL 24, 2019 @ ST. MARYS: The event will be catered again this year by the Alma Bakery. A team-building activity is being planned by Sheila McKinzie, Elizabeth Tschetter, and Melanie Smith, PWRL St. Marys Branch Librarian.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Wednesday, April 24, 2019 at the PWRL St. Marys Branch Library and is scheduled to start at 6:30 p.m., immediately following the Annual Board/Staff Function.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:31 PM.



Chairman



Secretary