

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 27, 2024 at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:35 p.m. Present were Board Members: Paulette Simecka, Alice Hinck, Alicia Matson, Peggy Adams, and Judith Cremer, Director. Bill Flannigan was also present. Pam Bales moved to approve the meeting agenda, Alice seconded, and motion carried.
- 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 February 28, 2024 board meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of the March Bills. Alice Hinck seconded the motion and the motion carried.
- REPORT OF TREASURER: Paulette Simecka reported that PWRL's 2024 State-Aid Grants-in-Aid disbursement for \$7,972.13 was deposited into PWRL's State Aid Account.
- In 2023 PWRL received \$7,864.95 in State Aid Funding. The 2024 disbursement provided an additional \$107.18, an increase of 1.36%.
- \$4,400 of PWRL's State Aid funding is earmarked to pay the annual NCKL Contract. An additional \$3,000 is reserved to pay the cost of the contract for the Sunflower eLibrary Digital audio and eBook subscription. NCKL has undertaken the regional management for Sunflower eLibrary, so that amount payment will now be included as part of the NCKL contract. That will leave only \$572.13 for the purchase of new books.
- NCKL REP. REPORT: Judith reported that the next NCKL Executive Committee Meeting is scheduled to be held tomorrow, Thursday, March 28, 2024.
- DIRECTOR'S REPORT:
- Judith reported to the Board about a problem with payroll. An unfortunate mistake in calculating the monthly gross salary for one PWRL employee resulting in an overpayment of salary during January and February. Genevieve discovered the error when completing the March payroll. Judith consulted with both the NCKL Human Resources Consultant and their Office Manager to find the best way to resolve the problem. They recommended that the employee be offered a repayment plan. Based on their advice Judith create a repayment document to outline the required terms and the employee has signed agreement to the offered terms.
- Judith told the Board that the employee who now has a repayment plan that will reduce her salary has also recently had a few work absences. She has exhausted her leave time and does not yet have vacation time. This has already resulted in two occasions when it has been necessary to deduct from her salary and apply leave without pay to account for work absences. Judith said that she applied PWRL shared sick leave policy and donated 96 hours of her personal leave time to this employee. This does not reverse the

problem created by the payroll mistake, but it will hopefully provide some relief to the employee going forward.

- PWRL has completed and submitted the applications for both Category 1 and Category 2 services through the Universal Services Administrative Companies E-Rate program for Schools and Libraries. The erate application process verified that PWRL is eligible for a reimbursement of 70% of the amounts paid for internet service and networking costs. PWRL's pre-discounted cost for Internet is estimated at \$11,348.88 for the 2024-2025 fiscal year. At that rate PWRL will be eligible to request reimbursement of \$7,944.22 of that cost Internet services if our erate Category 1 application is approved. under the Category 1 application, and 70% of the cost for Internet network equipment and cabling under the Category 2 application.
- PWRL's Category 2 erate application also verified that the Library would be eligible to receive funding equal to 70% of the cost of network equipment and network infrastructure and cabling. PWRL's Category 2 application requested support for the purchase of network equipment and professional network cabling at the St. Marys Headquarters Library. This application was difficult, requiring the creation of a bid matrix to justify the vendor accepted for the job. Wamego Telecommunications bid on the job, and considering all factors, was chosen to do the work. WTC signed the required contract and Judith submitted it with the application just under the deadline. The full cost of the proposed network upgrade is \$25,145.50. That includes the cost of a new network router that can support higher internet speeds, two network switches, four wireless access points, rack mounting, and cabling that includes wall jacks and professional finishing for up to 80 network drops throughout the headquarters library building. Erate funding will cover 70% of the cost of the networking project, amounting to \$17,602. PWRL will be responsible for 30% of the cost, amounting to \$7,543.65.
- Judith noted that in 2023 PWRL recorded 147,963 individual public computer sessions, both wired and wireless at all locations. Network and Internet resources have clearly become a very big part of the services the Library is able to provide to our communities, and the network at the St. Marys Headquarters Library has shown signs of not being up to the strain. This project will go a long way toward upgrading the network and insuring it is robust enough to handle an ever-increasing load. After discussion Pam Bales moved that the Board approve the proposed networking project for the St. Marys Headquarters Library if PWRL's category 2 E-Rate application is approved to cover 70% of the cost. Peggy Adams seconded the motion and the motion carried.
- Judith updated the Board on the status of the planning for the annual Summer Reading Program. Talks have begun with Catholic Charities of Northeast Kansas. PWRL is interested in continuing the Summer Food Program, but only if we can continue using the grab-and-go option. Judith was told that there are additional waivers needed to make this possible and that staff members at Catholic Charities are working on getting the required paperwork submitted to the state to get approval.
- A staff meeting is planned at Alma on Thursday, April 4. PWRL staff will be customizing blank canvas bags and tumblers to use as summer reading prizes. We will be using the new sublimation equipment purchased last year.

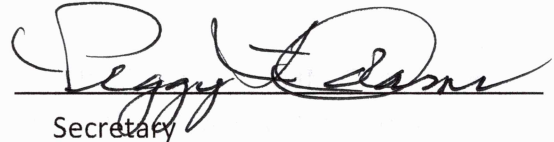
- The repair work that is needed on the building housing the PWRL Eskridge Branch Library is still not completed. Jim McGregor, the Wabaunsee County Commissioner has agreed to attempt to mediate the situation and has reached out to the building owner.
- UNFINISHED BUSINESS:
ST. MARYS ADVISORY COMMITTEE: Bill Flannigan reported that the St. Marys Advisory Committee continued to discuss ways to work on community outreach and partnerships with other community groups at their meeting on March 15th. A new parents guide brochure was created by PWRL Staff and given to the Advisory Committee for review. Genevieve has been working on setting up a seed library, following up on a suggestion made at the February 14th Advisory Committee meeting. Members of the advisory committee have been investigating other program opportunities, including programs for homeschool families and the idea of a grandparent's intergenerational reading program.
- Judith produced the standard letter notifying the city of the Board's desire to continue to lease the building housing the St. Marys Headquarters Library and asking for the rental cost for 2025. Dennis Miller agreed to deliver that letter to the St. Marys City Manager. The letter noted that it would be very helpful to get a response about the renewal by early April in order to include the cost in the 2025 budget proposal.
- POLICY UPDATE: Samples of the auditor's recommended policies on conflict of interest and whistle blowers were sent with the March Board Packet. Judith recommended that the Board review the policies and we can put the policy updates back on the agenda following the budget meeting in April. The Board agreed to this plan by consensus.
- BOARD MEMBER POSITIONS:
 - As previously reported, the Pottawatomie County Commission has appointed Bill Flannigan to replace Paulette Simecka in Position 6 (St. Marys) on the Pottawatomie Wabaunsee Regional Library Board of Trustees. Paulette will complete her tenure on the Library Board on April 30, 2024. 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. Pam recommended Leila Riley to replace her in Position 3 (Alma) on the Library Board. After speaking with Leila and getting her approval, Judith sent a letter to the Wabaunsee County commission recommending her appointment to the PWRL Board of Trustees. That appointment is now pending the approval of the Wabaunsee County Commission.
- VEHICLE REPLACEMENT CD:
 - The CD intended for replacement of PWRL's 2012 Chevrolet Grand Caravan has reached maturity. The balance of the CD at the St. Marys Bank of the Flint Hills is \$24,418.86.
 - There are two options for renewing the CD at the Bank of the Flint Hills. Option one offers a return of 5.05% for 9 months. PWRL would earn \$919.15 on this option, and it would mature in December. Option two offers a return of 4.25% for 12 months. The earnings on option two would be \$1,337.81. After discussion the Board agreed by

consensus to renew the vehicle replacement CD at the rate of 4.25% for a 12 month term.

- CIF TRANSFER: After discussion, Peggy Adams moved that the Board allow the transfer \$30,000 from the CIF to the General Fund for the purchase of library materials as was agreed as part of the 2024 budget process. Pam Bales seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2024:
- Pam Bales had contacted T-Mobile based on their advertisements to see if they could offer internet and phone service to the Harveyville and Eskridge area libraries. She has not yet heard back, and the board feels that this is probably not going to happen.
- The April Library Budget Board Meeting will be held on Wednesday, April 24, 2024 at 4:30 p.m., at the PWRL St Marys Branch Library. As this is the budget meeting, board members are encouraged to bring snacks.
- ADJOURNMENT: Pam Bales moved that the Board Meeting be adjourned. Paulette Simecka seconded the motion, and the motion carried. The meeting adjourned at 7:09 p.m.



Chairman



Secretary