

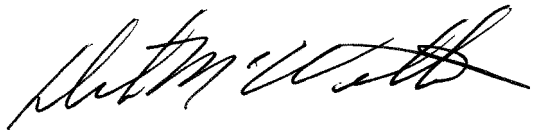
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 29, 2017 at the St Marys Headquarters Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Paulette Simecka, Pam Bales; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be adopted as corrected. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 22, 2017 MEETING: Pam Bales moved that the minutes be approved as presented. Peggy Adams seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: Peggy Adams, Board Treasurer, reported the Library received ad valorem funds on March 8, 2017 amounting to \$2,869.68 from Wabaunsee County. Of that amount, \$2,567.82 was allocated to the General Fund and \$301.86 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
  - Judith will attend the next NCKL Executive Board meeting on the morning of March 30th. Discussion will include President Trump's proposal to eliminate the Institute of Museum and Library Services in the FY2018 federal budget, which will mean a loss of \$1.7 million in federal funding and will affect services the Library's patrons receive through the Kansas State Library.
  - PWRL's annual audit is also scheduled to take place on March 30th. All requested documents have been sent in advance to Varney's and Associates and the report should be ready for the Board's review at the April Board meeting.
  - The Kansas State Library has sent out notification that they have confirmed with the State Municipal Services Office that Kansas public libraries are considered to be exempt from the state tax lid approved by the legislature and schedule to go into effect in the next budget year.
  - Judith reported that she has been in contact with the building owner at PWRL's Eskridge Branch in regards to continued need for maintenance and repair. Brian Johnston confirmed that he has fixed the burned out lights and contracted with a repair person to investigate a problem with the furnace. Judith told the Board that the renewal for the lease at that location was mailed for signature in June 2016, but despite several reminders, has not yet been signed and returned. Judith again requested that the Johnstons sign the lease and return it to the Library. If the building is subsequently sold to another party as Mr. Johnston indicated is likely, the lease could at that point be transferred to the building's new owner(s).
  - Vicky Jones, PWRL's Processing Clerk, will be taking early retirement. Her last day as Processing Clerk will be March 31st. Judith will work to get this key position filled as soon as possible.
  - Caitlin Santacroce, Part-time Assistant Branch Librarian at St. Marys, is leaving her position at the end of April. Judith will also be working to get this position filled as soon as possible.
  - Staff at St. Marys had started spring cleaning, which has included scheduling pick-up and recycling for obsolete technology equipment and clearing the library's storage areas of discarded fixtures.
  - Judith is scheduled to be on vacation April 3-7, 2017.



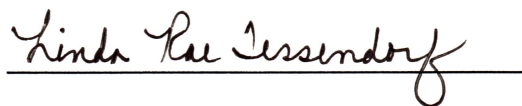
- UNFINISHED BUSINESS:
- WESTMORELAND MINI LIBRARY: Judith received an email on February 23rd from Westmoreland City Clerk, Vicki Zentner, asking for an unofficial copy of the board minutes from the board meeting on February 22nd. Judith advised Ms. Zentner that the Library's board meeting minutes are not immediately available after the meeting. They are written up and e-mailed to Board members as part of the monthly Board packet a week before the next scheduled Board meeting date. Judith also advised that she did not have the authority to disperse the unofficial Board minutes to the public without the Board's approval. She told Ms. Zentner that after the Board meeting minutes are approved by the Board, they are now routinely posted to PWRL's website.
- Ms. Zentner replied with a request for the Board's policies. Judith accommodated that request by sending a copy of the Library Board policy manual with the Mini Librarian to be delivered the following Monday, Feb. 27<sup>th</sup>.
- After discussion, Pam Bales moved that the Board allow the unofficial Board meeting minutes to be released to the public as soon as they have been distributed to Library Board members as part of the monthly Board packet. Peggy Adams seconded the motion and the motion carried.
- The Westmoreland library committee met on March 6th. Judith advised Mrs. Goodenow via email that she would not be able to attend. She encouraged Mrs. Goodenow to follow up on the discussion at the Feb. 6<sup>th</sup> committee meeting and have committee members brainstorm a list of summer reading program ideas and presenters that they would like to see at Westmoreland. She asked that they send her the list so that library staff could start work on the Summer Reading Program calendar. As of tonight's meeting, Judith had not yet received their list of ideas for consideration.
- On March 20th, Judith received an email from Mrs. Goodenow informing her that a Westmoreland library committee meeting was scheduled for March 27th at 7 PM in the UMC Education Building. She also indicated that Robert Reece, County Administrator, would be in attendance. Judith spoke with Mr. Reece about the meeting. Mr. Reece advised that his role at the meeting would be to assist the Westmoreland library committee in getting on paper exactly what they were requesting of PWRL. He also advised Judith that her attendance at the meeting might not be constructive, but that he would keep Judith informed of any developments. As Judith had not been made aware of the outcome of the meeting from Mr. Reece, she called his office today and was informed that Mr. Reece was on vacation this week.
- Pat Weixelman, Pottawatomie County Commissioner, advised the Board that Mr. Reece did not attend the Westmoreland library committee meeting on March 27th, but that he, Mr. Weixelman, attended in Mr. Reece's place. Mr. Weixelman reported to the Board that the Westmoreland library committee had given him the impression they were waiting on the results of the survey they discussed sending out to Westmoreland residents about preference in hours of the library's operation at the Library Board's July 27, 2016 meeting.
- Commissioner Weixelman advised the Board that the Westmoreland library committee had purposed some additional hours for the Westmoreland Mini Library to be open, but they did not propose any solutions to the previously discussed issue of budget availability to finance additional staffing.
- At this point, the Board agreed to table this subject until the results of the Westmoreland Library Committee Survey were received as a basis for further discussion.
  
- SUMMER READING PROGRAM / SUMMER FOOD PROGRAM :
- Representatives from the Northeast Kansas Catholic Charities attended the library staff meeting on March 3rd in order to present staff with information about a partnership for the 2017 summer food program. They brought food samples of the available meals and advised that they would be able to assist with recruitment of volunteers to assist with serving meals, setup, and cleanup for the 2017 summer program. They will also provide each location with a starter cleanup kit. Staff agreed that they would keep the same schedule for serving lunch as last year, and were enthusiastic about the partnership with Catholic Charities.



- Staff members from all locations attended a workshop in preparation for summer reading program put on by NCKLS at the Manhattan Public Library on March 9th. In order for Route Driver/Mini Librarian, Wendi Rogers, to attend the workshop, Judith covered staffing at Olsburg on that date. Staff members were enthusiastic about the ideas presented at the workshop and eager to implement them at their home locations.
- VEHICLE REPLACEMENT CD: The vehicle replacement CD for the PWRL’s 2012 Dodge Grand Caravan matured on March 28, 2017. The interest rate on the new CD is .4% for a term of 12 months. The \$500 allocated for vehicle replacement in the 2017 budget was added to the balance of \$9,341.60, making the new CD’s beginning balance \$9,841.60 for new investment.
- NEW BUSINESS:
- 2016 ANNUAL REPORT: After discussion, Peggy Adams moved that the Board accept the 2016 Annual Report as presented. Paulette Simecka seconded the motion and the motion carried. Copies of the PWRL 2016 Annual Report will be dispersed to patrons at all locations. Physical copies will be sent to all locations and emailed out to all patrons who have provided the Library with their email address. Digital copies will also be posted to PWRL’s library website.
- BOARD MEMBER POSITIONS: Peggy Adams, having been appointed to serve two four year terms on PWRL’s board, will complete her tenure on the Board on April 30, 2017. Judith will work with Peggy to locate a potential replacement and send a letter of recommendation to the Wabaunsee County Commission for their consideration and appointment.
- LIBRARY BOARD / STAFF FUNCTION – WEDNESDAY, APRIL 26, 2017: The annual PWRL Library Board/Staff function will take place on Wednesday, April 26, 2017 at the St. Marys Headquarters Library. The function will start at 5:00 PM, and all locations open on that day will close early to allow for preparation and travel to the event. Signs displaying the change in service hours will be posted at those locations in advance for patron convenience.
- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be following the Library Board/Staff Function held on Wednesday, April 26, 2017 at the St Marys Headquarters Library. It is scheduled to start immediately following the function at approximately 6:30 p.m.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:57 P.M.



Chairman



Secretary