

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held at 5:30 PM on Wednesday, March 30, 2016 at the St Marys Branch Library.
- CALL TO ORDER: Chairman Ruth Messer called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Deb McClain-Williams, Sandie Jensen, Paulette Simecka; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be adopted as presented. Deb McClain-Williams seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 24TH MEETING: Deb McClain-Williams 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, Treasurer, reported that the Library received ad valorem funds amounting to \$2,550.05 from Wabaunsee County. Of that amount, \$2,272.40 was allocated to the General Fund and \$277.65 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: Deb McClain-Williams moved that the Library pay all bills with exception of \$450 to Johnston Rentals until arrangements for necessary repair work have been made for at the Eskridge Branch location. Sandie Jensen seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
 - The next NCKL Executive Committee Meeting will be held on March 31, 2016 and Judith will attend. Following the NCKL meeting in Manhattan, Judith is scheduled to work at the Onaga Branch to update the computers at that location to Windows 10.
- REPORT OF DIRECTOR:

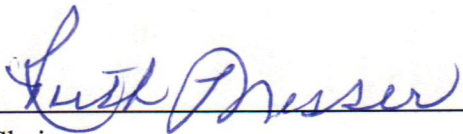
The Eskridge Branch location continues to have maintenance and repair issues. Judith was finally able to speak to the landlord, Brian Johnston, and in the past month the stained ceiling tile have been replaced and all but 3 light bulbs are now working. This required the full replacement of at least two complete light fixtures. The monthly rent check was sent to Johnston Rentals on March 14, due to the progress made. There have subsequently been several water leaks that need attention. The phone number provided by Brian Johnston is not operable so he can't be notified of the problem or consulted on the need for repairs. The Board's earlier motion was to withhold the monthly rent check until arrangements for the necessary repairs can be made.
- Judith shared recent photos of various PWRL locations including pictures of storytime at Alma and the new handicapped accessible bathroom recently installed at the Westmoreland Mini Library.
- Kansas House Bill 2719 was introduced on March 10th and scheduled for a hearing by the legislative committee on taxation on March 14. This bill as written would have affected the budget levy authority for non-elected boards, including library boards, across the state. The bill also proposed to institute a cap on the seven regional library systems in Kansas. It was estimated that this would result in a 44% reduction in the NCKL budget, putting all system services, and the system itself, at risk. The library community overwhelmingly opposed this bill. Judith submitted written testament regarding the negative effects the HB 2719 would have on PWRL for the hearing on March 14th. We received notice on March 17th that all references to libraries in HB 2719 had been removed due to efforts by constituents to

protest the bill. Legislators expressed how impressed they were by those individuals and libraries who contacted them regarding the bill.

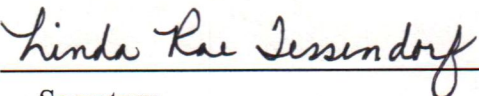
- The new limestone library logo sign purchased from Stoneworx was installed on March 2nd. City of St. Marys Staff assisted in the installation at the St Marys Branch Library. Everything went smoothly and we appreciate their help.
- On March 10th, NCKL hosted their annual Summer Reading workshop. All branch librarians and their assistants, as well as Wendi, the Mini Librarian, and Elizabeth, Assistant Director, went to the workshop in Manhattan. The 2016 Summer Reading Program health and fitness theme should work well with the PWRL's plans to partner with Harvesters for their Kids Café "Meet & Eat" Summer Food Program.
- Alta Vista substitute, Lori Beth Terrell, recently had hip replacement surgery, and will be easing back into work starting April 6th.
- A staff meeting was held on March 18th. Representatives from Empower Retirement were present to enroll staff members in the new KPERs 457 retirement savings plan. Also present was Angela Jeppesen from Harvesters, who presented information on the Kid Café Summer Food program and allowed staff to ask questions about the program.
- Auto-graphics Verso, the software used for PWRL's online catalog, rolled out an upgraded version on March 29th. Staff is busy learning the new system, and took advantage of several webinars presented by Auto-graphics to get ready for the change.
- Bill Feiden, husband of St Marys substitute librarian Liz Feiden, volunteered to assist with landscaping at our St Marys location this month. He also repaired and rehung a cabinet that had fallen off the wall in the St Marys staff room. His help was very much appreciated.
- Through the efforts of Judith and Elizabeth, all library computers will soon be upgraded to Windows 10.
- Alma Branch Librarian, Joyce Mathies' husband, Don, has recently been diagnosed with Parkinson's disease.
- Blue Valley Elementary school in Olsburg has inquired about classes visiting the library for a reading project, as they have a shortage of books.
- The Rock Creek School District has contacted Judith about the possibility of sharing space at the Westmoreland Mini Library with their Parents as Teachers coordinator. They also plan to speak to the City of Westmoreland who owns the building. At this moment, the concern of the library is determining whether the library will meet the organization's needed space requirements. Otherwise this seems like a good partnership opportunity.
- UNFINISHED BUSINESS:
- ERATE APPLICATIONS: PWRL has completed and certified the e-rate 471 form on March 29th. The application requests a total reimbursement of \$7,141.36 from five different telecommunication vendors for PWRL's internet and phone services.
- VEHICLE REPLACEMENT CD: As per the Board's motion at the March meeting, the current CD balance of \$8,801.31 will be rolled over and the \$500 budgeted for vehicle replacement in 2016 will be added to it for a total balance of \$9,301.31. The Library will take out the CD at St Marys State Bank for 12 months at the rate of .35%. No additional paperwork is needed, and Julie will complete the transaction when she takes the check for vehicle replacement to the bank.
- HARVESTERS KIDS CAFÉ PROGRAM: Angela Jeppesen from Harvesters gave a presentation about library participation in the Kids Café Program during the staff meeting on March 18th. The program will provide free shelf stable meals to any child under 18 years old and will be held in conjunction with PWRL's annual Summer Reading Program from June 6th-July 30th. There will be no cost for the library to participate in this program. All PWRL's locations are eligible, and the type of meals that can be served at each is based on free and reduced school lunch numbers at each individual location. At least one staff member or volunteer on site at each location will have to pass a background check. There is also a requirement that participating organizations either have a valid 501(c)3 status, or partner with another organization that has one who can sponsor them. Judith is working with the Olsburg Pride

Committee who has a 501(c)3 to gain their support so the library can move forward with planning and offering the Summer Food Program this year. Wendi Rogers is working with arranging partnerships with additional community organizations at the mini locations to expand the program beyond the single day that the library holds service hours in those communities.

- **LIBRARY BOARD/STAFF FUNCTION:** The Board/Staff function this year will be held on April 27 at the Volland Store in Volland, KS. The St Marys location will close at 2:00 p.m., and St. Marys staff will go to Alma to pick up the food prepared by the Alma Bakery and take care of set up at Volland. Judith and Elizabeth will leave at 3:30 PM, and Board members, Linda and Paulette will carpool with them. Board members from Wabaunsee County will meet at Alma and carpool to Volland from there. The Onaga location will close at 3:00 p.m., and Alma, Eskridge, and Alta Vista will close at 4:00 p.m. to allow staff to carpool and travel to Volland.
- **NEW BUSINESS:**
- **2015 ANNUAL REPORT:** Judith distributed copies of the 2015 Annual Report to the Board and provided a summary of the highlights. After discussion Peggy Adams moved to accept the 2015 Annual Report as presented. Deb McClain-Williams seconded, and the motion carried. The Library will distribute copies of the Annual Report at each location. A digital copy will be e-mailed to all patrons who have provided the library with a valid e-mail address as part of their patron record. Both a digital and .pdf copy will be posted and available on the library website.
- **BOARD MEMBER POSITIONS:** Ruth Messer, having been appointed to serve two four year terms on PWRL's board will complete her tenure on the Board on April 30, 2016. Pam Bales has been appointed by the Wabaunsee County commission to replace her. Pam's first term will run from May 1, 2016-April 31, 2020. Paulette Simecka was appointed to fill an un-expired term on the Board. She has graciously agreed to continue on the Board so Judith will send a letter to the Pottawatomie County commission recommending appointment to her first full term on PWRL's Board.
- **BOARD MEETING DATES FOR 2016:** The April Library Board meeting will be held following the annual Board/Staff function. It will be held on Wednesday, April 27, 2016 at Volland, and is scheduled to start immediately following the function at approximately 6:30 p.m.
- **ADJOURNMENT:** Ruth Messer declared the meeting adjourned at 6:38 PM.



Chairman



Secretary