

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 24, 2019 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 6:40 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen; Judith Cremer, Director. Pat Weixelman, Pottawatomie County Commissioner, was present for the Board/Staff function, but left the Board meeting at this time.
- ADOPTION OF THE MEETING AGENDA: Sandie Jensen moved that the agenda be as amended to include the 2020 Library Budget and Lease Renewals at Onaga, Alma, and St. Marys under New Business. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 27, 2019 MEETING: Nina Imthurn moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR: Judith attended an NCKL Executive Committee Meeting on March 28. The NCKL executive committee discussed the contracting libraries annual fee summary review. PWRL’s NCKL contracting fee will increase from \$4,200 to \$4,400 in 2020.
- The evaluation showed that in 2018 NCKL provided PWRL with services that amounted to \$15,475.
- After discussion Paulette Simecka moved that the Board accept the NCKL Contract for 2020 as presented. Sandie Jensen seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
- STAFFING: Alexandria Buss has been hired as a Substitute Librarian at Westmoreland and Olsburg and as the Assistant Branch Librarian at Onaga. Judith will begin her training at Westmoreland on Saturday, May 18th. Cherrie Ann Lindsey’s last day as a Substitute Librarian at Westmoreland was Monday, May 6.
- A staff meeting is scheduled for Friday, May 10. Staff from Catholic Charities of Northeast Kansas will be onsite to conduct the annual training for the Summer Food Program.
- Judith reported on a violation of PWRL’s patron behavior policy at the PWRL St. Marys Headquarters library that resulted in the banning of a patron from the library with the exception of visits during which the patron has adult supervision to support interactions with staff and other patrons.
- PWRL received a memorial donation from the estate of Veryl Meseke on April 16th. This contribution brought the total in donation funds earmarked for the replacement of the microfilm machine at Alma to \$4,684.58. Judith told the Board she has ordered a demo unit from Salina Blueprint that is identical to the microfilm machine purchase last year for the St. Marys Headquarters library for \$5,000. A computer and monitor with the necessary graphics abilities has also been ordered. The microfilm machine comes with installation and training. If the computer is received and Judith has time to get it set up they will deliver the microfilm machine on May 6th. If there isn’t sufficient time she will work with Salina Blueprint on an alternate delivery date.

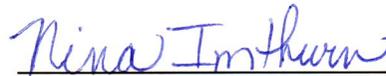
- UNFINISHED BUSINESS:
- LIBRARY BOARD/STAFF FUNCTION: The annual PWRL Library Board/Staff function was held tonight, Wednesday, April 24, 2019, at the St. Marys Headquarters Library. The function started at 5:00 PM and all locations closed early to allow for preparation and travel to the event. The Board collectively agreed that the function went well and Judith thanked the Board for their continued support of the annual function.
- BOARD MEMBER POSITIONS: Linda Tessendorf, having been appointed to serve two full four year terms on PWRL's board, will complete her tenure on the Board on April 30, 2019. Linda was presented with a flower basket as a gift for her service. Alicia Matson, newly-appointed Board member from Pottawatomie County, was able to attend the Board/Staff Function and was able to introduce herself. Alicia will fill Board position #4 and her four year term will begin May 1, 2019 and expire April 30, 2023.
- Staff will work with the banks to get the necessary paperwork done for new signature cards to be available for signing at the May Board meeting.
- NEW BUSINESS:
- 2018 LIBRARY AUDIT: PWRL's required annual audit was completed by Varney and Associates on April 10th. Much of the requested information was sent electronically prior to the audit day to help streamline the process as much as possible. The auditor noted that there were no inaccuracies or areas of concern, and indicated that the library had a clean audit. Judith offered Board members official copies of the audit letter and audit report. After discussion, Pam Bales moved that the Board accept the 2018 Library Audit as presented. Paulette Simecka seconded the motion and the motion carried.
- CIF TRANSFER FOR LIBRARY MATERIALS: After discussion, Pam Bales moved that the Board allow the transfer \$35,000 from the CIF to the General Fund for the purchase of library materials. Nina Imthurn seconded the motion and the motion carried.
- 2020 LIBRARY BUDGET: The library received a letter from Pottawatomie County requesting that all outside agencies submit their 2020 budget proposals on or before May 10th. This is almost two months earlier than the Library Budget proposal would regularly be submitted to the Library Board in the June Board packet. Judith and staff are hard at work to meet that deadline. Several figures, such as lease obligations, contracts, commitments, population, and valuation will not be available yet, and will have to be estimated in order to meet the deadline. Also, because of the requested timeline, the Library Board will not have the opportunity to review the proposal prior to its submission. By consensus, the Board agreed that Judith will prepare the 2020 budget packet to the best of her ability and include a copy of the proposal in the May Board packet. The Board will adhere to their regular budget cycle and take action on approving the 2020 Library Budget at their June 25th Board Meeting.
- LEASE RENEWAL – ONAGA, ALMA, ST. MARYS: Judith told the Board that she has begun negotiating the lease renewals at Onaga, Alma, and St. Marys as part of the preparation for the 2020 Library Budget proposal.
- The owner of the building housing the PWRL Onaga Branch Library, Annette Cline, has not asked for a rent increase in 2020. The rental amount will remain the same at \$400 per month. After discussion, Pam Bales moved that the Board approve the 2020 Onaga Lease Renewal as presented. Paulette Simecka seconded the motion and the motion carried.
- A proposal was sent to the Alma Area Foundation asking for a 10 year renewal with no increase in the rent amount for the lease on the building housing the PWRL Alma Branch Library. The Alma Area Foundation Board discussed several alternative options including an increase of \$100 per month on the current rental amount. No consensus could be reached by the Alma Area Foundation Board so they

proposed a one year renewal on the lease at the current rate of \$553.79. The Board agreed that this was a good solution and asked that Judith follow up on this agreement with the Alma Area Foundation Board.

- A letter exercising the option to renew the lease for the building housing the PWRL St. Marys Headquarters Library has been sent to the City of St. Marys. No reply has yet been received.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Wednesday, May 29, 2019 at the St. Marys Headquarters Library and is scheduled to start at 5:30 p.m. The June Library Board meeting will be moved to Tuesday, June 25, 2019 at the St. Marys Headquarters Library and, because it is the budget meeting, it is scheduled to start at 4:30 p.m.
- ADJOURNMENT: Sandie Jensen moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 7:23 p.m.



Chairman



Secretary