


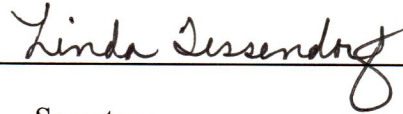
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 25, 2018 at the Volland Store in Volland, KS.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 6:40 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen, and Deb McClain-Williams; Elizabeth Tschetter, Assistant Director; 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 2019 Library Budget under New Business. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 28, 2018 MEETING: Paulette Simecka moved that the minutes be approved as corrected. Sandie Jensen 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 and Elizabeth attended an NCKL Directors' Meeting on April 5 in Herington, KS. Discussed were videos available to both staff and patrons through Niche Academy. Links to these instructional videos have been added to all of PWRL's service brochures.
- Judith attended an NCKL Executive Committee Meeting on March 29. NCKL is still working on revising their bylaws, which will be presented to the System Board at the annual meeting in August.
- REPORT OF DIRECTOR:
 - Per the Board's approval, a replacement microfilm machine and was purchased for the St. Marys Headquarters Library this month from Salina Blueprint. A new computer was also purchased to replace the old obsolete machine. The microfilm machine was installed April 19, and in addition to set up, the installer did a brief training for all library staff. Employee feedback on the new machine was very positive.
 - On March 30, the City of Westmoreland sent a reply to the Library concerning their proposed donation stating they have found another solution for handling their donated materials.
 - St. Marys' patron, Vivien Olson, wrote a very positive and supportive Letter to the Editor about the Library and its services that was printed in the St. Marys Star April 18, 2018 edition.
 - Judith, with the help of PWRL's processing staff, added almost 400 new titles to PWRL collection in April. The new books list can be viewed through a link to Goodreads on PWRL's home page at <http://www.pottwab.org>.
 - STAFFING: The Collection Management position still remains open. Judith has interviewed a few qualified candidates for the position, but due to available salary and lack of benefits for the position, those candidates were not able to accept the position. The Library continues to search for someone to take on this role.

- UNFINISHED BUSINESS:
- LIBRARY BOARD/STAFF FUNCTION: The annual PWRL Library Board/Staff function was held tonight, Wednesday, April 25, 2018, at the Volland Store in Volland, KS. 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. The Volland Store provided a great location for the function, and the food catered by the Alma Bakery was delicious.
- POLICY UPDATE – OPERATIONS: After discussion, Paulette Simecka moved that the Bylaws be updated as presented. Nina Imthurn seconded the motion and the motion passed.
- BOARD MEMBER POSITIONS: Deb McClain-Williams, having been appointed to serve two full four year terms on PWRL's board, will complete her tenure on the Board on April 30, 2018. Deb was presented with a hanging flower basket as a gift for her service. Sue Jenkins, newly-appointed Board member from Pottawatomie County, was unable to attend the Board/Staff Function and tonight's Board meeting. Sue will fill Board position #1 and her four year term will begin May 1, 2018 and expire April 30, 2022.
- Sandie Jenkins moved to allow the Chair to sign bank letters to add Sue Jenkins to PWRL's bank accounts and remove Deb McClain-Williams as an authorized signer. Paulette Simecka seconded the motion and the motion carried.
- Sue will need to complete paperwork and provide ID for both Farmers State Bank and St. Marys State Bank in order for the new signature cards to be available for signing at the May Board meeting.
- NEW BUSINESS:
- CIF TRANSFER FOR LIBRARY MATERIALS: After discussion, Nina Imthurn moved that the Board allow the transfer \$30,000 from the CIF to the General Fund for the purchase of library materials. Sandie Jensen seconded the motion and the motion carried. The transfer of \$35,000 from CIF for library materials was planned as part of the 2018 Library Budget process, but this amount was reduced by \$5,000 to offset the purchase cost of the new microfilm reader for the St. Marys Headquarters Library.
- POLICY UPDATE – PERSONNEL: Copies of the recommended changes to the PWRL Personnel Policy were sent with the April Board packet. The process for amending library policy is as follows. Library staff prepares recommendations for revision and sends them in the monthly board packet. The Board discusses the draft of the revisions at the monthly board meeting. Staff makes any necessary changes and a final draft is sent to the Board for consideration. The Board, then, will take final action to adopt the revised policy at the next Library Board Meeting.
- 2019 LIBRARY BUDGET: The library received a letter from Pottawatomie County requesting that all outside agencies submit their 2019 budget proposals on or before May 11th. 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 2019 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 2019 Library Budget at their June 26th Board Meeting.

- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, May 30, 2018 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 26, 2018 at the St. Marys Headquarters Library and, because it is the budget meeting, it is scheduled to start at 4:30 p.m. The July Library Board meeting will also be moved to take place on Tuesday, July 24, 2018 at the Onaga Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Deb McClain-Williams moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 7:24 p.m.



Chairman



Secretary