

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Thursday, May 1, 2025 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 4:10 p.m. Others present were Board Members: Peggy Adams, Bill Flannigan, Joan Johnson, Alicia Matson, and Lela Riley; Terry Force, Pottawatomie County Commissioner; Jim McGregor, Wabaunsee County Commissioner; Judith Cremer, Director, Ashley Araiza, Assistant Director and Genevieve Hagenmaier, Bookkeeper/Secretary.
- ADOPTION OF THE MEETING AGENDA: Bill Flannigan moved to approve the meeting agenda as amended to move the director's evaluation to the end of the meeting. Joan Johnson seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the March 26, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the March financial reports and payment of the April bills. Joan Johnson seconded the motion and the motion carried.
- NCKL REP. REPORT: An NCKL Director's meeting was held on March 27th at the new NCKL office located at 2316 Sky Vue Lane in Manhattan.
- Auditor Eric Kientz presented the 2025 NCKLS audit report.
- NCKL staff shared the results of an NCKL member library survey providing extensive feedback on NCKL services and support.
- Sandy Wilkerson, NCKL Director, gave an update ongoing activity in the Kansas Legislature in regard to State Aid to Kansas Libraries. Confirmation has not yet been received on the outcome of this ongoing discussion.
- Judith attended an NCKL Director's meeting in Manhattan on April 23rd. Staff from the Central Kansas Regional Library System presented a program on Library Ethics that included common ethical scenarios that come up routinely in library work and offered guidance on how to best manage them.
- A draft of the NCKLS 2026 Budget and System Plan has been received and will be discussed at the NCKL Executive Committee meeting on May 15th. Once approved by the Executive Committee the documents will be sent to the State Library for review and then presented to the full NCKL System Board at their Annual Meeting in August. The proposed NCKL 2026 budget is set at \$1,558,554.
- DIRECTORS REPORT: The final St. Marys USD 321 Play Café Spring Storytime with Dori Simecka was held Tuesday April 1st. 83 children and 37 adults were in attendance. Dori requested a letter of support from the library for her program report which Judith

supplied. USD 321 Play Café Storytime with Dori will resume on the first Tuesday of the month in the fall.

- The regular weekly Storytime is held each spring and fall on Tuesday mornings at 10:00 a.m. at most PWRL locations. Additional Storytime sessions are held on Friday mornings at Onaga, and at other times by arrangement both inside and outside the library at multiple locations.
- On Tuesday April 1st Judith and Onaga Branch Librarian Jordan Abitz attended the Onaga City Council meeting to present information about the library to Council members. The Onaga City Council had previously approved the construction of a shed to house a personal book collection on grounds owned by the city of Onaga. Jordan discussed several professional concerns about this project with Council members. Some alternative ideas were suggested including a partnership with the school to produce multiple little free library boxes that could be widely distributed across the county in areas lacking a physical library presence. The Council stated they would need to follow up with the local resident who requested approval for the project. A Go Fund me campaign has since been started to raise money for the establishment a book barn in the Onaga Community.
- Monday April 14th Judith and Assistant Directory Ashley Araiza attended the Eskridge City Council meeting to present information about the Library to Council Members. The deteriorating condition of the building housing the PWRL Eskridge Branch Library was discussed. The Eskridge mayor asked Judith how the Library Board would feel about a new building for the Library in Eskridge. Judith responded that she felt that was something the Board would be interested in hearing about. The mayor concluded that he would look into grant opportunities for a new building.
- Judith shared an email she received from an Eskridge Patron that praised the service she received from Patty Knutson, the Eskridge Branch Librarian, and emphasizing the importance of the resources that the library provides to the Eskridge community.
- Judith reported on a meeting with St. Marys City staff on April 8th. Several ongoing maintenance issues were discussed including roof repair, ceiling tile replacement, carpet replacement, and reference room window replacement. A leak in the public restroom toilet resulted in its replacement the following day. City workers power washed the front entryway on April 21st in preparation for an epoxy application. An outdoor light that illuminates the flag was replaced on April 22nd. Seven additional light fixtures were also replaced with LED fixtures in the office areas of the library in April.
- A Staff meeting is scheduled for Friday May 2, 2025 at the St. Marys Headquarters Library. A KPERS representative will talk to full time staff about 457 retirement plan options during the morning session. In the afternoon a representative from Catholic Charities of Northeast Kansas will be onsite to provide staff required training for the upcoming Summer Food Program.
- Staff will also discuss details of the 2025 Summer Reading programs, prizes, special programs, etc., including the planning for the Onaga Flint Hills Book Bash scheduled for Saturday June 21st. For this event the library will partner with the Onaga Historical Society. A group of a dozen or more regional authors have been invited to attend and

will be signing and selling copies of their books. Three Food trucks have been invited to sell refreshments to the expected crowd.

- Judith reported that Genevieve Hagenmaier, the PWRL Bookkeeper/Secretary has notified her that she has decided to step down from her position at the Library. Genevieve has agreed to stay until a replacement is hired and trained. The position, per library policy, will post internally and then advertised to the public. The position may be difficult to fill, as has been noted in past it is very hard to find qualified individuals willing to fill vacant positions at the library with comparatively low salaries and no health insurance.
- Judith announced that Ashley Araiza, the PWRL Assistant Director, will graduate with her Masters in Library and Information Science Degree on May 9th. Ashley currently works 35.5 hours but will increase to 40 hours in June. She is willing to help where needed but needs to be trained. The Assistant Director traditionally works with the mini librarian during the summer to help with the extra volume of work at those locations during the annual Summer Reading Program.
- Judith received a notification on Monday of the new formula approved by the legislature for state aid to libraries in 2026. The State Aid budget worksheet have been revised to reflect this information. In 2025 PWRL received \$10,923.47 in State Aid to Libraries funding. In 2026 PWRL will receive \$9,884.24.
- PWRL also received the E-Rate finding commitment decision letter for internet service. The library will be eligible for a reimbursement of up to \$8,070.22 for internet charges paid from July 1, 2025 – June 30, 2026. PWRL has not been notified yet on the status of e-rate application to cover the cost of the purchase of Internet hotspots to be loaned to patrons with a need for such equipment and services.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: Advisory Committee meeting met on Friday April 11th. There was discussion of the St. Marys City Commission's decision to increase the rent for the building housing the St. Marys Headquarters Library from \$650 to \$1,600 in 2026. The meeting to discuss maintenance issues with St. Marys city staff was also reviewed. Advisory Committee Members reported on the review of two books by Adrienne Strickland. The committee recommended moving Beyond the Back Door to the adult section due to age appropriate content. The second book, wordless, was reported to contain nothing of concern and was left in the YA section.
- 2024 ANNUAL REPORT: After discussion Alicia Matson moved that the Board accept the 2024 Annual Report. Peggy Adams seconded the motion and the motion carried. Judith told the Board that she would get the annual report posted on the Library website and sent to the locations for distribution.
- 2026 LIBRARY BUDGET: After a very long discussion Peggy Adams moved to approve the 2026 Library Budget with a General Fund of \$692,370 and an Employee Benefits fund of

\$155,183. This represents a 5.17% increase in the General Fund and an overall increase of 15.12%. Lela Riley seconded the motion and the motion carried.

- The increase in the general fund allowed for a 3% increase in the salary amount approved for 2026 and covers the \$11,400 increase in rent at St. Marys. It was agreed that the best option to address the lack of health insurance for full time library employees would be to incrementally implement a plan designed to gather the necessary funding over a three year period. \$65,000 was included in the 2026 PWRL employee benefit budget to provide full time library employees with a temporary health insurance stipend. The amount of the stipend will be increase annually over the following two years until the amount available is sufficient to provide coverage for full time Library employees under the Kansas non-state employee health insurance plan.
- RESOLUTION ON INCREASE: After discussion Alicia Matson moved that the Board approve the resolution on increase for the 2026 Library Budget and allow the appropriate officers to sign. Peggy Adams seconded the motion and the motion carried.

#### NEW BUSINESS:

- ONAGA & ST. MARYS LEASE AGREEMENTS: After discussion, Alicia Matson moved to approve the Onaga Lease Renewal as presented. The owner, Annette Cline, has not asked for a rent increase in 2026. The rental amount will remain the same at \$400 per month. Bill Flannigan seconded the motion and the motion carried.
- As was previously reported, the St. Marys City Commission has approved a 2026 lease agreement for the building housing the St. Marys Headquarters Library that includes an increase in rent from \$650 to \$1,600. After much discussion Bill Flannigan made a motion to approve the renewal of the lease agreement for the building housing the St. Marys headquarters library and allow the appropriate officers to sign the agreement. Joan Johnson seconded the motion and the motion carried.
- NCKLS CONTRACT: Judith presented a draft of the NCKLS contract for 2026. The contract will be finalized at the NCKLS executive committee meeting on May 15th. The net increase in the cost of the contract is estimated to be a little over \$400. After discussion Bill Flannigan moved that the Board approve the 2026 NCKL Contract and allow the appropriate officers to sign when the contract becomes available. Alicia Matson seconded the motion and the motion carried.
- DIRECTOR'S EVALUATION: Bill Flannigan moved that the Board go into executive session for 30 minutes with only the Board present to discuss non-elected personnel in regard to the Director's evaluation. Peggy Adams seconded the motion and the motion carried. The Board went into executive session at 7:07 p.m., and came out at 7:37 p.m. Bill Flannigan moved that the Board going into executive session for an additional 30

minutes to discuss non-elected personnel in regard to the Director's evaluation. Alice Hinck seconded the motion and the motion carried. The Board went into executive session at 7:38 p.m. and came out at 8:08 p.m.

- When the Board reconvened, Judith was given a copy of the evaluation with the Board's combined comments. She was asked to review the comments and can ask any questions at the next meeting.
- BOARD MEETING DATES FOR 2025: The Board agreed to postpone the annual Board/Staff function scheduled in conjunction with the May Board Meeting. The regular May Library Board Meeting will be held at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, May 28, 2025.
- The budget presentation for the Wabaunsee County Commission is scheduled for Monday, May 5th at 9:30 a.m.
- The budget presentation for the Pottawatomie County Commission is scheduled for Monday, May 19th at 11:00 a.m.
- Board members were invited to attend one or both of these meetings to represent the Library Board and provide support.
- ADJOURNMENT: Peggy Adams moved that the Board Meeting be adjourned. Lela Riley seconded the motion and the motion carried. The Board Meeting was adjourned at 8:09 p.m.



Chairman



Secretary