

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 25, 2016 at the St. Marys Headquarters Library.
- CALL TO ORDER: Vice-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: Pam Bales, Paulette Simecka, Sandie Jensen; Pat Weixelman, Pottawatomie Wabaunsee Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be adopted as presented. Sandie Jensen seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 27th MEETING: Peggy Adams moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION:
 - The Board received a postcard from Joyce Mathies, Alma Librarian, thanking the Board for making the Board-Staff function at Volland last month possible and successful.
 - Ruth Messer, former Board Chair, sent a thank you to the Board for the flowers she received as a gift on the occasion of the end of her term on the Board.
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Peggy Adams seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
 - The next NCKL Executive Committee Meeting will be May 26, 2016 and Judith will attend. The meeting agenda includes the NCKL Budget, system plan, and goals for 2017.
- REPORT OF DIRECTOR:
 - The City of St. Marys sold the two lots of land south of the library at an auction held on May 19th. The City is now in the process of completing the plat for the land. Work could commence in the next few weeks depending on what the landowner has planned. Access to the stairs leading to the park should not be affected.
 - The Rock Creek School District's Parents as Teachers has informed Judith that they will not be needing space at the Westmoreland Mini Library, as they have found space at the school in St George.
 - There was a staff meeting held on May 13 to discuss this year's Summer Reading Program and to go over the logistics of the new Summer Food Program.
 - In regards to the continued need for maintenance and repair at the Eskridge Branch location, Judith sent a letter that included a list of what needs repair on May 4th to the landlord, Brian Johnston. Judith left a message for him on his mother's phone on May 18. Johnston called May 23 and stated he had applied 3 coats of sealant to the leaks in the roof, and plans to do another. He also spray-painted the damaged ceiling tiles, which is not completely satisfactory, but is progress, none-the-less. The building's lease is up in May 2017. The Board approved for Judith to release the April rent check to the landlord because of the attempts made to schedule repairs for this location. The Board asked that the May rent check again be held until additional progress has been made on the repair problems and Judith has spoken with Mr. Johnston.

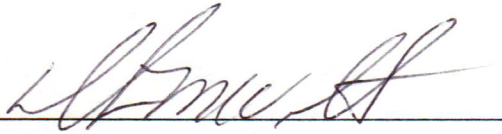
- UNFINISHED BUSINESS:
- HARVESTERS KIDS CAFÉ PROGRAM: Judith has been working to complete the background checks required to participate in the Harvesters Summer Food Program. Judith has completed background checks for 28 staff members and volunteers.
- A dozen volunteers and staff members attended an online training webinar for the Summer Food Program on May 17th. The program requires that at least one person at each Summer Food Program site be trained by Harvesters.
- Judith created binders for each location which include all needed documents for the Harvesters Summer Food Program. A set of necessary sanitation supplies was also put together for each location. News releases about the program were sent out to the area newspapers, and calendars are viewable on both Facebook and PWRL's webpage.
- Most of the food is scheduled to be delivered to St Marys and then distributed to other locations on the regular weekly library van route. Harveyville and Olsburg will have their food delivered directly to their sites.
- The Harvester Summer Food Program in Westmoreland has been taken over by a local group working with Catholic Charities of North East Kansas. They will be serving food at the Westmoreland Elementary School and the Westmoreland Mini Library staff will partner with them on Monday to get the kids over to participate in the Summer Reading Program.

- NEW BUSINESS:
- STAFFING: Julie Homan, who has been the Library's bookkeeper for 10 years, will be leaving for a job in Topeka. Her last day at the library will be May 27. The St. Marys Branch will close at 6:00 p.m. on Thursday, May 26th, to allow staff to attend a going away dinner for Julie.
- Sheila McKinzie has been hired to as the new Bookkeeper / Secretary. She will start on June 1st. Sheila will initially be working Wednesday – Friday, 8:30-7:00, until a replacement can be hired and trained to fill her previous job in Topeka. Sheila has been the substitute librarian at Harveyville on Saturdays for the past five years and she will continue to work at Harveyville on Saturdays.
- An update to the overtime regulations under the Fair Labor Standard Act was passed on May 18th. Beginning Dec. 1, 2016 employees must earn at least \$47,476 annually to qualify for overtime exception. Three library staff members are classified as exempt, the Director, Assistant Director, and Collection Development. None of these positions currently meet the new salary requirement.

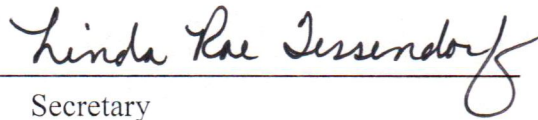
- 2015 LIBRARY AUDIT: Judith presented the 2015 audit report completed by Varney's and Associates. The Board had previously approved a resolution on the GAAP Waiver for the 2015 financial year in November 2015 to allow the auditor to prepare the annual audit for the 2015 financial year using a cash basis format. After discussion Peggy Adams moved to accept the 2015 Library Audit as presented. Pam Bales seconded the motion and the motion carried.

- 2016 LIBRARY BUDGET: Judith updated the board on the progress made on the 2016 library budget proposal. Julie has prepared the financial reports and completed several options for salary increases. Some carryover is already projected for 2017 because of the unfilled Collection Development position. Judith is currently working on completing the budget narrative and finalizing the 2017 budget proposal that will be included with the June board packet. Judith noted that Robert Reece, the Pottawatomie County Administrator, has inquired about the status of the budget proposal. Progress will be somewhat hindered due to the turnover in the bookkeeper position, but the proposal will be completed and e-mailed on June 22nd as scheduled.

- 2016 SUMMER READING PROGRAM: ON YOUR MARK, GET SET, READ! GET IN THE GAME, READ! : News releases about the 2017 Summer Reading Program have been sent to the newspapers in Pottawatomie and Wabaunsee Counties, and calendars are viewable on both Facebook and the Library's webpage. Judith showed the Board members the 2017 reading logs, which have a BINGO theme and include both program and reading options. Elizabeth will accompany Wendi Rogers, the Mini Librarian / Route Driver, to the Mini locations as needed to assist with summer reading activities during the eight week Summer Reading Program.
- BOARD MEMBER POSITIONS – ELECTION OF OFFICERS: Sandie Jensen moved that Deb McClain-Williams serve as Board Chairman, Pam Bales serve as Vice Chairman, and the remaining slate of officers continue for 2016-2017: Secretary: Linda Tessendorf; Treasurer: Peggy Adams. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2016: The next Library Budget Board meeting will be held on Wednesday, June 29, 2016 at 4:30 PM at the St Marys Headquarters Library.
- ADJOURNMENT: Deb McClain-Williams declared the meeting adjourned at 6:50 PM.



Chairman



Secretary