

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 28, 2025 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:34 p.m. Others present were Board Members: Peggy Adams, Bill Flannigan, Alicia Matson, and Lela Riley; Terry Force, Pottawatomie County Commissioner; Judith Cremer, Director, Ashley Araiza, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Alicia moved to approve the meeting agenda with correction of the minutes from the May 1, 2025 meeting. Peggy 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 May 1, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the April financial reports and payment of the May bills. Lela Riley seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith attended the NCKL meeting via zoom on May 28<sup>th</sup>.
- The NCKL Executive Committee seat for Wabaunsee County is filled by a representative from PWRL. Judith is currently serving in this position, but her term will expire at the end of 2025. PWRL has been asked to provide the name of the individual who will be added to the ballot for a vote to fill this position at the NCKL annual meeting in August.
- After discussion Lela Riley moved that the Board appoint Ashley Araiza, PWRL Assistant Director, to serve as PWRL's representative on the NCKL Executive Committee. Peggy Adams seconded the motion and the motion carried.
- DIRECTORS REPORT:
- Judith reported that PWRL applied for a local St. Marys grant from the Jere F. Miller Charitable Trust. The application was submitted in May and it requested \$1745.00 to purchase new water fountain for the St. Marys Headquarter Library location. The proposed fountain is refrigerated, filtered, and has a touchless bottle filler. It also has antimicrobial protection on key components. Judith consulted with St. Marys city staff prior to submitting the application and was told that if the Library received the grant then the city would install the new equipment.
- St. Marys city workers also completed a project to cover the front porch and steps area of the building housing the St. Marys Headquarters Library with an epoxy coating this month.
- The PWRL Eskridge Library reported another incident in which bedbugs were detected in book left in the book drop at that location. The material was segregated and treated with high heat to eliminate the pests. The book drop was saturated with alcohol to

contain any further spread. A call to the bug hounds to insure the problem has been controlled may be necessary.

- There has recently been an increase in patrons facing personal challenges including those who appear to be homeless. It was noted that every patrons should be treated equally and offered quality service. It is only when patron behaviors violate library policy and rules need to be enforced when staff must be trained how to manage and cope with those situations.
- Judith discussed the emergency procedures that are followed by PWRL staff at all locations when handling customer service interactions involving problem patrons. PWRL Policy states that if staff feels unsafe or threatened they should exit the area and call 911 for emergency assistance. A call to the Director should follow once they are safe to do so. Locations with particular concerns are encouraged to reach out to local law enforcement and verify with them the best practices for handling specific situation before they escalate to the level of an emergency.
- The Kansas State Library maintains subscriptions for Kansas Library staff to access many video training resources that focus on customer service. The majority are aimed at working with homeless populations, but many of the techniques and practices discussed have broader applications that are useful for a wider range of public interactions. Staff can view this information and Judith will confirm that staff at each location knows how to access the material. It is very helpful for developing understanding and coping strategies and PWRL staff members have been encouraged to take advantage of this material.
- Judith provided the Board with an update on Library Staffing.
- Melanie Smith, PWRL Substitute, will be working additional hours from 10-1 on Tuesdays at the St. Marys Headquarters Library to help with Summer Reading Programming.
- The Assistant and three Substitutes at Alma will be scheduled to work additional hours from 9-12 on Tuesdays. One Substitute will add additional hours from 12:45-5 on Tuesday afternoons to assist with Summer Reading programs at that location.
- The Assistant at Onaga will also work some additional shifts, as needed, to assist in summer reading programs.
- The Onaga Book bash author book signing event is scheduled for Saturday, June 21st. Judith will go to Onaga that day to assist with staffing an information booth at the event. Colette Goldade, the PWRL Collection Manager is also planning to be there to help.
- The St. Marys Branch Librarian, Assistant, and Substitute will work additional hours on Saturday, June 28th to set up a book sale, represent the library in the St. Marys 4th of July parade, and staff a booth in the park that afternoon to promote Summer Reading and distribute cotton candy to local residents.
- Jeanne Bennett, PWRL Eskridge Substitute, has given up her regular position. The PWRL Eskridge Assistant has been covering the additional four hours, but this position is currently open and needs to be filled. Applications are being accepted now and we will attempt to fill the job as soon as possible.

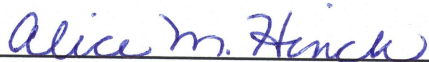
- Ashley Araiza, the PWRL Assistant Director, will be increasing her weekly schedule from 35.5 hours to 40 hours in June. She will be traveling with the PWRL Mini Librarian / Route Driver in June and July to help with Summer Reading Activities at Alta Vista, Harveyville, Olsburg, and Westmoreland. The goal is to increase the community engagement and usage of the Library at these location over the course of the summer.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday May 11th. Bill delivered the monthly information packet to the city for the St. Marys City Commission. The packet included the new book list, statistics reports, and a complete set of Summer Reading Program calendars and flyers.
- An update was given on the progress of building repairs being made on the building housing the St. Marys Headquarters Library. An overview of the 2026 PWRL Library Budget proposal was presented, included the funding increase needed to pay for the additional rent requested in 2026 for the St. Marys Headquarters Library. The next St. Marys Advisory Committee meeting will be held on Friday, June 13th.
- 2026 LIBRARY BUDGET: The 2026 Library Budget meeting with the Wabaunsee County Commission was held on Monday May 5th at Alma. Peggy Adams attended to represent the board. The need for a living wage and some sort of health insurance stipend for library staff was heavily stressed during presentation of the budget. Wabaunsee County Commissioners stressed the need for the library to communicate with tax payers about the increase prior to the revenue neutral hearing in August.
- The 2026 Budget meeting with the Pottawatomie County Commission was held on Monday, May 19th. Paulette Simecka, former PWRL Board Member and current St. Marys Advisory Committee member, attended with Judith. Board members Bill Flannigan and Alicia Matson attended to represent the Board. Jordan Abitz, the PWRL Onaga Branch librarian also attended to lend support. The increase in rent for the St. Marys Headquarter building and the addition of health insurance subsidy were the main topics of discussion.
- NCKL CONTRACT: The NCKL Exec Committee approved the NCKL contracts for non – taxing libraries at their May 15th meeting. The contracts must now be approved by the full system board at the August 21st NCKL annual meeting. PWRL will receive a final copy following that meeting. Once PWRL gets the final copy the appropriate officers will be able to sign it, per the motion made at the PWRL May 1, 2025 Board Meeting.

#### NEW BUSINESS:

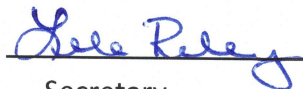
- E-RATE-HOTSPOT LOAN PROJECT: PWRL's e-rate application that would provide 70% of the funding to purchase 100 new Internet hotspots with high speed data plans that can be loaned to the public is on hold. The Universal Service Administrative Company (USAC) staff say they the application is still under review. The U.S. Senate has passed a bill to reverse the FCC approval for purchase of hotspots under the federal e-rate program.

The bill is now being debated in the U.S. House. If E-Rate support for hotspots become unavailable, the application will be updated and the library will be notified.

- **BOARD MEMBER POSITIONS:** Lela Riley moved that the Board approve the following slate officers to serve during the upcoming year on the Potawatomie Wabaunsee Regional Library Board of Trustees. Chairman-Alice Hinck, Vice Chairman-Alicia Matson, Secretary-Peggy Adams, and Treasurer-Joan Johnson. Alicia Matson seconded the motion and the motion carried.
- **COLOR OUR WORLD SUMMER READING/SUMMER FOOD PROGRAM:** A complete set of calendars and flyers for 2025 PWRL Summer Reading / Summer Food Program were included in the monthly board packet. Hard copies of the information was also available at the meeting for board members to take and distribute. The Summer Reading information is also available on PWRL website for viewing and download. PWRL Staff scheduled school visits with each school districts prior to the summer break. Staff distributed both paper and electronic copies of Summer Reading material through each of the school networks. The 2025 Collaborative Summer Reading theme is Color our World. The 2025 program will includes activities and events for all ages.
- The Summer Food program will be conducted during June and July at every eligible location including Alma, Eskridge, Onaga, Harveyville, Olsburg, and Westmoreland. The Alta Vista location will be allowed to conduct a Summer Food distribution in July. Catholic Charities of Northeast Kansas, in partnership with the USDA, provides the shelf stable meals and milk that make this program possible. The first delivery of meals and milk to St. Marys to supply the mini locations, and directly to the branch locations, was completed on Friday, May 23rd.
- **BOARD TOPICS:** Lela Riley presented a list of topics for Board discussion at future meetings. The Board by consensus agreed to address these issue over a period of time beginning with delegation of duties at the June Library Board Meeting.
- **BOARD MEETING DATES FOR 2025:** The regular June Board Meeting will be held at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Wednesday, June 25, 2025.
- **ADJOURNMENT:** Bill Flannigan moved that the Library Board Meeting be adjourned. Lela Riley seconded the motion and the motion carried. The Board Meeting was adjourned at 7:12 p.m.



Chairman



Secretary