

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 29, 2019 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Nina Imthurn was appointed Secretary. Paulette Simecka was Treasurer. Others present were board member: Sandie Jensen. Board member: Alicia Matson was present remotely via telephone. Judith Cremer, Director, was also present.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 24, 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, Sandie Jensen moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
  - The NCKL Executive Board Meeting will be held tomorrow, May 30, 2019, in Manhattan.
  - STAFFING: Judith reported that she had begun training Alexandria Buss at Westmoreland on Saturday, May 18<sup>th</sup>. Alee has been hired as a Substitute Librarian at Westmoreland and Olsburg and as the Assistant Branch Librarian at Onaga.
  - Judith told the board that the library is continuing to alert patrons to the opportunity to register their children to participate in the Dolly Parton Imagination Library Program.
  - Judith installed the new computer and monitor at Alma on 23<sup>rd</sup> that will be used with the new microfilm reader printer that was delivered that day. Staff from Salina Blueprint set up the new microfilm machine and provided training to the PWRL Alma Library staff and volunteers.
  - The possibility of moving the microfilm collections currently housed at Onaga and Eskridge to St. Marys and Alma was discussed. It was agreed that more investigation was needed on what impact this step would have on local patrons before moving forward.
  - Judith reported that 35 Wilton Aluminum character cake pans have been added to PWRL's collection. A selection of pans have been sent to each location along with a master view book for each location so patrons are aware of what is available and can request what they want.
  - Judith reported that earlier this year she was alerted to a grant opportunity in St. Marys through the Jeri F. Miller Charitable Trust. She told the board she applied for this grant to fund the three special summer reading performances scheduled at St. Marys this year. PWRL will subsequently received \$1,062 in grant funding to support these programs that include a portable planetarium borrowed from Fort Hays University on July 2<sup>nd</sup> & 3<sup>rd</sup>, a magic show by magician Eric Vaughn on July 16<sup>th</sup>, and a program presented by staff from the Milford Nature Center on July 23<sup>rd</sup>.
  - The magic show featuring magician Eric Vaughn will also be presented at Alma on July 16<sup>th</sup>. This performance will be paid for through a memorial donation in honor of Janet Hafenstine.
- UNFINISHED BUSINESS:
  - BOARD MEMBER POSITIONS – SIGNATURE CARDS: New Board Member lists were distributed. After discussion Nina Imthurn moved that the Board approve new signature cards for the Bank of the

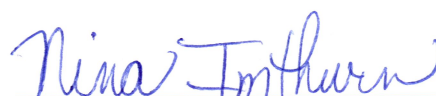


Flint Hills and Farmers State Bank. The new cards remove Linda Tessendorf, who has completed her service on the Board, and add Alicia Matson who has been appointed by the Pottawatomie County Commission to fill Linda's position. Paulette Simecka seconded the motion and the motion carried.

- Board members present at the meeting signed the new signature cards and Judith said she would make arrangement to get the cards to Sue Jenkins and Alicia Matson so they could sign them.
- LEASE RENEWALS: After discussion, Pam Bales moved to approve a one year renewal on the lease for the building housing the PWRL Alma Branch Library. The lease term for this location runs from Sept. 1, 2020 – Aug. 31, 2021. The Alma Area Foundation has not asked for a rent increase for this renewal period. The rental amount will remain the same at \$553.79 per month. Nina Imthurn seconded the motion and the motion carried.
- 2020 LIBRARY BUDGET: PWRL's 2020 budget proposal was submitted on May 8<sup>th</sup> to Pottawatomie County's administrative offices as requested to meet their May 10<sup>th</sup> deadline. Several figures, such as lease obligations, contracts, commitments, population, and valuation were not available at that time, and were estimated in order to meet the deadline. After discussion, the Board agreed by consensus that they will maintain their regular budget cycle and take action on approving the 2020 Library Budget at their June 25<sup>th</sup> Board Meeting.
- The 2020 Library Budget Presentation for the Pottawatomie County Commission has been scheduled for July 1, 2019 at 9:00 a.m.
- NEW BUSINESS:
- UNIVERSE OF STORIES – 2019 SUMMER READING PROGRAM: Master and individual location calendars listing special programming for the annual Summer Reading Program have been posted on the library website and Facebook page. The news release about this year's Summer Reading Program was sent out to all the County Newspapers last week. Staff also scheduled school visits at each local school and provided calendars, flyers, and buttons for each student to take home.
- All ages are encouraged to participate in the program and staff has worked on creating reading logs and preparing prizes for participants.
- The Summer Food Program will be held at all eight PWRL locations. A master list of food service days and times was distributed to Board members. Staff from Catholic Charities performed the required yearly training for the food program at the Staff meeting on May 10. The first food deliveries arrived at each location last week.
- ELECTION OF OFFICERS: Pam Bales moved that the Board approve the following slate of officers for 2019-2020: Chair - Pam Bales; Vice-Chair - Sandie Jensen; Secretary – Nina Imthurn; and Treasurer – Paulette Simecka. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Tuesday, June 25, 2019 at the St. Marys Headquarters Library and is scheduled to start at 4:30 p.m.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:30 p.m.



Chairman



Secretary