

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 31, 2017 at the St Marys Headquarters Library.
- CALL TO ORDER: Vice-Chairman Pam Bales called the meeting to order at 5:32 p.m. Linda Tessendorf was Secretary. Others present were board members: Paulette Simecka, Sandie Jensen, Nina Imthurn; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Sandie Jensen moved that the agenda be adopted as corrected to include the 2016 Audit under new business. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 26, 2017 MEETING: Paulette Simecka moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: The Library Board received a thank you card from Peggy Adams reflecting on her time on the Board as enjoyable and thanking the Board for the farewell gift of a hanging flower basket. The Board also received a thank you card from Joyce Mathies, Alma Branch Librarian, thanking the Board for supporting the Board/Staff function last month.
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Linda Tessendorf 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 attended an NCKLS Executive Board Meeting last Thursday, May 25th. Discussion included a recently passed legislation, HB2102, that shifts the responsibility of selecting representatives for the taxing counties to the Regional Library System Boards from the Governor to each individual County Commission. PWRL is not directly affected by this change because our budget is funded by a direct levy for library services in Pottawatomie and Wabaunsee Counties. PWRL pays a contract fee for service and support to the Regional Library System and the PWRL Board approves our representative to the Regional System Board. That position is currently being filled by Judith as the Director, but Library Board Members, and even regular citizens, have been appointed to this position in the past.
- The NCKL budget was approved by the NCKL Board with a 2.67% increase, representing an additional \$29,635 on a budget totaling \$1,141,400. The Budget will be presented to the full system for final approval at the NCKL annual meeting on Aug. 3rd.
- REPORT OF DIRECTOR:
- Judith has interviewed and hired to fill both of PWRL's open positions. Regina Klinges has been hired for the PWRL Processing Clerk position and Emily Palmeri has been hired for the part-time Assistant Branch Librarian position at St. Marys.
- Jan Brown, the Eskridge Branch Librarian, will be reducing her hours at Eskridge beginning in June. Helen Holenbeck has been re-hired as a Substitute Librarian at Eskridge to equalize coverage at that location. Judith noted that the adjustment was contingent on an agreement that, as the Branch Librarian, Jan will be considered "on-call" as needed to answer any administrative questions concerning the care and management of the PWRL Eskridge Branch.
- A PWRL staff meeting was held on May 12 and representatives from Catholic Charities were on site to provide training and complete paperwork pertaining to required background checks and volunteer registration for the summer food program.

- The staff meeting was the staff's first opportunity to become familiar with new wireless barcode scanners that were recently purchased to be paired with PWRL's Bluetooth-capable tablets for wireless scanning mobility. The paired scanners and tablets can be utilized to increase staff's ability to assist patrons during the summer reading program when the other computers are busy with circulation. The staff will also be able to utilize the scanners and tablets to complete an inventory of the collection using the wireless connection to interface with PWRL's Online Library Catalog.
- As reported earlier this year, PWRL applied for a grant through Dollar General to help with the cost of summer reading supplies. Unfortunately, the competition was heavy and we have been informed that we were not selected to receive the grant this year.
- The State Library of Kansas has announced an LSTA Federal Grant opportunity to provide reimbursement to libraries for the purchase of a single copy of any or all of the 15 books on the 2017 Kansas Notable Books List. PWRL also received this grant last year and was awarded a reimbursement of \$207.87 in 2016.
- A letter to the editor in the May 17th Smoke Signal recognized Alma Librarian, Joyce Mathies, for her continued work with student volunteers with special needs from USD 320.
- UNFINISHED BUSINESS:
- BOARD MEMBER POSITIONS – SIGNATURE CARDS: The Board members present at the meeting were given the signature cards from both St. Marys State Bank and Farmers State Bank and asked to verify their information and provide updated signatures.
- WESTMORELAND MINI LIBRARY: The PWRL Library Board's response to the letter received from the City of Westmoreland on April 21st outlining a proposal for increased service at the PWRL Westmoreland Mini Library was mailed on April 28th, and a copy was hand delivered on May 1st. In this letter, the Board agreed to again extend library service hours at Westmoreland to include an additional four hours on Saturday. This was to be considered a trial expansion and the stipulation was that the location must serve at least 15 patrons per day or 45 patrons per week to justify consideration of permanent expansion.
- In 2017, the PWRL Westmoreland Mini Library is budgeted for 7.5 hours of service. The Westmoreland City Council asked that the service hours be increased to 22.5 per week. The PWRL Board allowed an additional 4 hours of service on Thursdays at Westmoreland starting in September 2016. The addition of 4 hours on Saturdays brings the total to 15.5 hours, 8 of which are currently unbudgeted. The Board wished to impress on the Westmoreland City Council that the question of expanding service at Westmoreland is simply a matter of financing the desired expansion. Our goal is to provide the best possible library service, but we are also responsible for managing the full system in an equitable and fiscally responsible way. It was the Board's hope that the Westmoreland City Council could accept the compromise offered and work with the library to continue the work to improve the quality of life of the residents that we both serve.
- Saturday Hours at Westmoreland began on May 6th from 9:00 a.m. – 1:00 p.m. Michelle Pedergnana, PWRL's Collection Manager, is working at Westmoreland to cover these hours. She is also covering the Thursday hours in June while Sallie Force, the PWRL Westmoreland Substitute Librarian, is out on medical leave. Michelle will be give equal time off during the week to balance a 40 hour work week.
- The Library received a formal reply from the Westmoreland City Council on Friday, May 19th in response to the letter sent by the Library on April 28th. The Westmoreland City Councils letter did not specifically address the content of the response drafted by Judith at the Board's direction, but reiterated the same points stated in their initial request letter.
- After much discussion and deliberation, Paulette Simecka moved that the Board allow an extension to the trial hours of operation at the PWRL Westmoreland Mini Library to include the continuation of extended hours on Thursdays and Saturdays until the end of July. The discussion of permanent approval for extended service hours will again be contingent on the stipulation that the location maintain a patron

attendance rate averaging 15 individuals per day or 45 individuals per week. Linda Tessendorf seconded the motion and the motion carried.

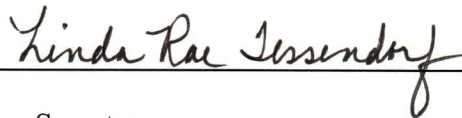
- The annual Library Board Budget meeting scheduled at the end of June will be held concurrent with the conclusion of the original trial period stipulated by the Board. At that time, the Board will assess the patron usage at that location to determine whether the continuation of extended hours of operation for the PWRL Westmoreland Mini Library are justified, and what impact this will have on the 2018 library budget.
- The Westmoreland City Council requested a response to their second proposal letter by the day following tonight's board meeting. The Board agreed that Judith should email Vicky Zentner, the Westmoreland City Clerk, to advise the Westmoreland City Council that the Library Board had considered their proposal, and a response would be forthcoming. The Board further directed Judith to send the Westmoreland City Council a second formal letter outlining their decision about changes to Library service hours at the PWRL Westmoreland Mini Library and the reasoning behind it.
- 2018 LIBRARY BUDGET: Judith told the Board that work is progressing on the 2018 library budget proposal in preparation for the June Budget meeting. She told the Board that her primary focus over the next month will be the completion of the budget proposal that will be e-mailed for the Board's consideration as part of the June Board packet.
- NEW BUSINESS:
- 2016 LIBRARY AUDIT: Judith presented the 2016 audit report completed by Varney's and Associates. The Board had previously approved a resolution on the GAAP Waiver for the 2016 financial year in November 2016 to allow the auditor to prepare the annual audit for the 2016 financial year using a cash basis format. Judith noted that no negative items were identified during the audit, and the auditor's report certified a clean audit. After discussion, Sandie Jensen moved to accept the 2016 Library Audit as presented. Nina Imthurn seconded the motion and the motion carried.
- BUILD A BETTER WORLD – 2017 SUMMER READING PROGRAM: The 2017 Summer Reading Program will run June 5-July 29. Calendars for each individual location, as well as a master calendar, are available for viewing on the PWRL website and PWRL Facebook page. Calendars and flyers about the summer food program, with which we are partnering with Catholic Charities, have been distributed at all the local schools and daycares. A news release was also sent to all the newspapers in Pottawatomie and Wabaunsee Counties, as well as to the Topeka Capital Journal special events calendar.
- In addition to this year's regular program schedule, both the St. Marys and Eskridge locations will host additional educational programming in preparation for the solar eclipse taking place on August 21, 2017. A special program featuring a presentation by Jerelyn Ramirez, a member of the Kansas Astronomical Observers, has been planned at these locations. The library also applied for and was approved to receive 1,000 free eclipse viewing glasses from StarNet (Science-Technology Activities and Resources for Libraries) for use on the day of the eclipse.
- ESKRIDGE BRANCH LIBRARY – LEASE: The lease renewal for the building housing the PWRL Eskridge Branch Library was approved by the Library Board on June 29, 2016. It was signed by the appropriate officers and mailed to Brian Johnston and his mother, Sheila Johnston, who own the building. Mr. Johnston picked up the paperwork necessary to transfer the terms of that lease to a new owner on May 21st. The lease amendment, signed by the Johnstons and by the new building owner, John Whitaker, was received back at the Library on May 30th.
- Judith has requested that the Johnstons provide written notice to the Library listing the date of the building's sale to complete the lease amendment. She has also asked that they return a signed copy of the original lease agreement to establish a clean transfer of the terms to the new owner. After discussion,

Paulette Simecka moved to approve the lease amendment for the building housing the PWRL Eskridge Branch Library and to allow the appropriate officers to sign. Nina Imthurn seconded the motion and the motion carried.

- ELECTION OF OFFICERS: After discussion, Nina Imthurn moved that the Board approve the following slate of officers for 2017-2018: Chair - Pam Bales; Vice-Chair - Sandie ^{Jenkins} Jensen; Secretary – Linda Tessendorf; and Treasurer – Paulette Simecka. Sandie Jensen seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be the Library Budget meeting. Due to a scheduling conflict, the Board agreed to move the meeting to Tuesday, June 27, 2017 at the St Marys Headquarters Library. The meeting 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 6:52 P.M.



Chairman



Secretary