

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 31, 2023, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 6:50 p.m. Others present were Board Members: Alice Hinck, Paulette Simecka, and Joan Johnson; Jim McGregor, Wabaunsee County Commissioner; Judith Cremer, Director, and Rain Schultz-Pruner, Assistant Director.
- Alice Hinck was appointed to act as secretary for this meeting.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Paulette Simecka seconded and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 29, 2023 MEETING: Joan Johnson moved that the minutes be approved as corrected. Paulette Simecka seconded and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 26, 2023 MEETING: After discussion the minutes were corrected to show that Paulette Simecka seconded the motion to adjourn. Alice Hinck moved that the minutes be approved as corrected. Joan Johnson seconded motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None.
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: The board requested some clarification on one of the bills. After the clarification Paulette Simecka motioned to approve the bills. Joan Johnson seconded the motion and the motion carried.
- NCKL REP. REPORT:
  - The NCKL Executive Board Committee met on Thursday, May 25, 2023 via Zoom. As previously reported NCKL will be moving forward with a plan to fully separate operations from Manhattan Public Library. For this reason, NCKL will be hiring a Director, rather than Assistant Director, to fill their open position. It was announced at this meeting that Sandy Wilkerson, who previously served as the NCKL Library Services Consultant, will be assuming the position of NCKL Director effective June 1, 2023.
  - The NCKL 2022 Audit was presented by Eric Kientz of Kientz and Penick.
  - The 2024 NCKL Plan of Service was approved to be presented to the Kansas State Library.
  - The next NCKL Executive Committee Meeting will be held on August 24, 2023, in person, at the Manhattan Public Library. This will be the NCKL Annual Meeting, and the 2024 NCKL Budget will be presented and approved at this time.

- DIRECTOR'S REPORT:
- Genevieve Hagenmaier started work as the PWRL Bookkeeper/Secretary on May 1, 2023. She is doing very well in the position and is learning quickly. She has taken on the responsibility for updating the Library website in addition to all the other tasks required of this position, and has been very busy trying to get everything organized and on track.
- The annual correspondence with the City of St. Marys confirming the Library's option to renew the lease for the building housing the St. Marys Headquarters, and asking for an estimated amount to include in the 2024 budget for rent seemed to prompt more discord at the April 18th St. Marys City Commission Meeting. After consulting with the Board Judith wrote a letter to the St. Marys City Commission asking for the City's help in referring any concerns or complaints directly to the Library so that they can be fully addressed and managed according to existing policy and procedure. The St. Marys City Commission declined to discuss the Library further at their May 9th City Commission Meeting, and approved a \$50 per month increase in rent for 2024.
- The new St. Marys Community Advisory Committee formed to help improve local communication between the Library and the Community met on Wednesday, May 9th. The committee recommended that the Library Director regularly prepare brief updates that can be sent to the St. Marys City Commission to help them understand the workings of the Library. Library Statistics and copies of the monthly new book list will be included as part of this update information.
- Staff has been working on setting up the Desk Tracker Library Statistics Software. Data Entry Forms have been created and staff from all locations were introduced to the new system at the Staff meeting on May 5th. Current data is now being added to the system in real time, and Rain is working on entering data that was previously submitted. He is also working on the formatting options available for reports.
- Staff also made some final preparations for the 2023 Summer Reading / Summer Food Program at the Staff Meeting on May 5th. The required annual training for the Summer Food Program was conducted by staff from Catholic Charities at this time. Program calendars were also discussed and finalized.
- Kansas Corn provided the Library with 450 sets of corn based crafts and corn snacks for each of the six lesson plans in their Library outreach program to be used as part of the Annual Summer Reading Program. They also sent eight complete sets of lesson plans for each of PWRL's locations covering six different stem based educational units. The quality of the material is excellent, and the Library is very appreciative of this donation.
- Library Staff members have used the time leading up to Summer Reading to completely repaint the interior of the St. Marys Headquarters Library. The color scheme contrasts white with a pale blue. The paint was given to the Library as part of a larger collection of items offered by public libraries in Olathe and Lenexa
- Special Acrylic paint has been purchased and the outline for the exterior mural at the St. Marys Headquarters Library has been sketched on the storage building at that location. Rochelle Chaney, the St. Marys Assistant Branch Library is the artist in charge. She will be recruiting volunteers to help. Other staff have also agreed to take over some of her inside service hours so that she can focus on the painting.

- Catholic Charities informed the Library last week that St. Marys will not be eligible to provide Summer Food this year. Alta Vista too will be restricted in June, but will be able to provide this service in July. We were told that this was due to a decision made by the USDA who provide the funding for the Summer Food program.
- Rural areas in Kansas have been given the opportunity to continue to offer children grab and go meal service during the summer, but communities are limited to two meals, or one meal and a snack, each day. Because USD 321 in St. Marys, and USD 417 in Alta Vista, are offering all children a grab and go breakfast and lunch option, they will not provide funding for this program at the library.
- Library staff were discouraged by this decision, and are very concerned for the kids and families who have been participating in the Library Summer Food Program since 2016. Judith has talked with the Food Service Director at USD 321 and information about their program will be given to our patrons. The change came as a big shock though, and we wish that the decision could have gone a different way.
- Staffing is tight going into a busy summer full of programs. Two PWRL employees will be leaving employment at the Library which will cause some additional stress as we stretch to cover open positions. Bailey Keenan, the St. Marys Processing Clerk has moved to Topeka. Today was her last day at the Library. Janet Hulinsky, the Onaga Assistant Branch Librarian and the Westmoreland Substitute Librarian also gave her resignation today. She plans though to work through the end of June.
- In other staffing news, Kim Davis, the new Harveyville Assistant Librarian, has been hired to work as a Substitute at the Eskridge Branch Library. Patty Knutson, the Eskridge Branch Librarian, is working now on training her for this position.
- The new library shelving ordered for the Alma Branch Library was scheduled to be installed on Wednesday, May 24th. A problem in shipping caused a delay and the installation was done today. This leaves only one day to move all the Junior Easy books at Alma to the new shelves before their big Summer Reading Registration Party scheduled for this Friday, June 2nd. Rain and Melanie from St. Marys will be going to Alma tomorrow to assist with this process.
- The Olsburg service club has agreed to purchase a new outdoor mail drop box to replace the book drop at that location that is in very bad condition. Laura Turner, the Substitute Librarian and Olsburg and Westmoreland, has been talking with the group to work out the details.
- The Library Van has a number of mechanical problems. Judith will be taking it to the shop for repairs on Friday, including a new front axle to fix the intermittent knocking in the front end.
- The deadline for submitting the requested reports to the new auditor for the 2021 Audit was today, May 31st. Hannah Harper began the process of gathering this information. Judith said that she would be transferring the final worksheet requested from the Board after the meeting tonight. The auditor will then process the information and schedule any needed meetings to complete the audit.

- UNFINISHED BUSINESS:
- BY-LAWS UPDATE: After discussion a few changes were suggested for the draft copy of the By-Laws update. It was decided that the specifics of the Director’s Evaluation did not belong in the By-Laws section, but in the policy manual personnel section. It was also agreed that the order of business should include a consent agenda and time for public comment. Changes were also recommended for duties assigned to the Board Secretary. The board will again discuss the By-Laws revision at the June meeting.
- 2024 LIBRARY BUDGET: Judith reported on the submission of the approved 2024 budget to the two counties. The Pottawatomie County budget presentation was held Monday, May 22<sup>nd</sup>. Pam Bales and Paulette Simecka accompanied Judith to this meeting. The budget presentation for Wabaunsee County is scheduled for Monday, June 5th. Pam Bales will again attend to represent the Board.
- NEW BUSINESS:
- ALL TOGETHER NOW – 2023 SUMMER READING/SUMMER FOOD PROGRAM: Staff has been working very hard to put together good programming options for the annual Summer Reading Program. Each location has visited the schools and talked with kids about the many activities that have been planned. Calendars and flyers will be posted online, and well as being distributed through the schools. Several local cities also allowed the library to include information about the Summer Reading Program along with their regular monthly mailings. We will continue to do all that we can to nourish and support our patrons so that we can keep everyone reading and engaged throughout the summer.
- CIF TRANSFER – LIBRARY MATERIALS: After discussion, Pam Bales moved that the Board allow the transfer \$30,000 from the CIF to the General Fund for the purchase of library materials as was agreed as part of the 2023 budget process. Alice Hinck seconded the motion and the motion carried.
- BANK AUTHORIZATION: Pam Bales moved that the Board approve the authorization for the safety deposit box required by Kaw Valley State Bank and to allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2023: The June Library Board Meeting is scheduled to start at 5:30 p.m. at the St Marys Headquarters Library on Wednesday, June 28, 2023.
- ADJOURNMENT: Paulette Simecka moved that the meeting be adjourned. Alice Hinck seconded the motion, and the motion carried. The meeting was adjourned at 8:13 p.m.

  
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Chairman

  
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Secretary