

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 26, 2024 at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:37 p.m. Others present were Board Members: Alicia Matson, Bill Flannigan, Lela Riley, and Judith Cremer, Director. Pat Weixelman, County Commissioner was also present.
- Alicia Matson moved to approve the meeting agenda, Alice Hinck seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Lela Riley moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the May 29, 2024 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the June bills. Alicia Matson seconded the motion and the motion carried.
- NCKL REP. REPORT: The NCKL Annual Meeting is scheduled for Aug. 22nd in Manhattan. On the agenda is the approval of the 2025 NCKL Budget and the Revenue Neutral Hearing required for that budget. NCKL is continuing forward with a plan to move NCKL staff out of Manhattan Public Library to a standalone office space; and a plan for NCKL to switch vendors for the NCKL Library Catalog Consortia. They will be moving from Auto-Graphics to the Koha system.
- DIRECTOR'S REPORT:
- STAFFING/LIBRARY SERVICE HOURS. Due to a lack of available staff the PWRL Eskridge Branch Library will be closed on Friday, July 5th. The PWRL Harveyville Mini Library will also be closed on Saturday, July 6th. It is particularly difficult to staff locations around the holidays. The 2025 service calendar, included with the 2025 budget narrative, has additional closing dates when holidays fall on Thursday, closing for the following Friday and Saturday to address this problem.
- STAFFING. Sophia Shaw was hired for the summer to fill the part time assistant position at St. Marys following the unexpected resignation of Clair Degenaise who previously held that position.
- STAFFING: Andrea Meneive, hired in May to fill the open Assistant Branch Librarian Position at Onaga, resigned to take another position.
- STAFFING: Roberta Summers was hired as the new Processing Clerk at the St. Marys Headquarters Library. Her start date has been delayed until July 10th.
- STAFFING: The vacancy of three full time positions at the St. Marys Headquarters Library, including the Assistant Director, Collection Manager, and Processing Clerk, has

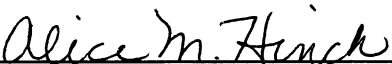
been very difficult to manage over the past four months. Remaining staff are overworked and stressed.

- PURCHASING: Memorial funds were used to purchase a new digital camera for the PWRL Eskridge Branch Library. A new vacuum was purchased for the PWRL Alma Branch Library. The Fax/Printer machine at St. Marys had to be replaced.
- MAINTENANCE ISSUES-ST. MARYS: Replacement of the air conditioning unit damaged by the April wind storm has been completed at the St. Marys Headquarters Library. The current status of the roof repair at that location is unclear. We are still waiting for replacement of 30+ light bulbs and the repair of the sidewalk between the library and the storage shed.
- MAINTENANCE ISSUES-ESKRIDGE: There was a problem with the bathroom door sticking closed. The building owner fixed the problem shortly after it was reported to him. The Library has received no further communication on the status of other needed maintenance issues, including critical roof repairs.
- KANSAS NOTABLE BOOK GRANT: PWRL applied to receive funding through the Kansas State Library to reimburse for the cost of purchasing books listed on the 2024 Kansas Notable Book List which was recently released.
- A Reporter with the Kansas Reflector contacted the library to follow up on previous articles reporting on the trouble with the renewal of the library lease for the building housing the PWRL St. Marys Headquarters Library. Judith told the Board she tried to focus on positive things that the Library is doing now as well as the current difficulty in recruiting qualified candidates to fill open positions.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee continues to meet regularly on the third Friday of each month. Bill Flannigan delivered copies of the monthly new book list and flyers for different Summer Reading Events to the city for the City Commissioners meeting packets. There was continued discussion about the proposed grandparents read to me program but progress has been slowed because of the current staffing shortages.
- The group's regular collection review process focused attention on the book "Home for Goddesses and Dogs" by Leslie Connor. Committee members agreed to read the book for discussion at the next meeting.
- 2025 LIBRARY BUDGET: The PWRL Tax Data Sheet still needs to be prepared and submitted to the two counties. The certified valuation from Pottawatomie and Wabaunsee County, along with the certified population released by the Kansas State Division of the Budget, are used to figure the percentages on the Tax Data Sheet. These documents should all be available soon so that this budget task can be completed.
- NEW BUSINESS
- 2023 LIBRARY AUDIT. The 2023 Library Audit must be complete by the end of 2024. All the requested audit documents have been submitted by the Library. The auditor has

prepared draft copies of the required audit reports. Judith and Genevieve will follow up with the auditor and can hopefully send the final audit reports with the next board packet.

- **BOARD MEMBER POSITIONS-ELECTION OF OFFICERS:** Peggy Adams moved that the Board approve the following slate of officers for 2024-2025: Chair – Alice Hinck; Vice-Chair – Alicia Matson; Secretary – Peggy Adams; and Treasurer – Joan Johnson. Joan Johnson seconded the motion and the motion carried.
- **ADVENTURE BEGINS @ THE LIBRARY SUMMER READING / SUMMER FOOD PROGRAM:** Judith created a slide show for the Board meeting that includes many photos taken at all PWRL Locations during Summer Reading events held at the Library during the 2024 Adventure Begins @ the Library Summer Reading / Summer Food Program.
- Catholic Charities have delivered a second shipment of shelf stable food and milk to Alma and Eskridge to be distributed to children 0-18 at these PWRL location allowed. Another delivery is also scheduled at St. Marys that will re-supply the four Mini Library locations. Alma, Eskridge, Harveyville, Olsburg, and Westmoreland have been able to offer each child five shelf stable meals and five cartons of milks, in a single weekly grab & go pickup. Alta Vista will be able to offer five grab and go meals and milk to children in July, once the local school district ceases their food distributions in that community.
- Onaga has been allowed to offer children three grab & go meals with milk each Friday. They are being limited because the local school district is also offering meals to children in that community which reduces the amount that the library is allowed to offer.
- The final special Summer Reading program featuring the Director of the Shawnee County Noxious Weed Department was held yesterday, July 25th, at Harveyville. Judith went with Shelby to assist. 28 people, of all ages, attended the special program. This seemed like a pretty good turnout for Harveyville, with a total population of only 179.
- The K-State Extension office partnered with PWRL's Alma, Eskridge, and Alta Vista Locations this summer. Homemade meals were cooked at the extension office and provided to children at both Alma and Eskridge. Extension office interns also offered a weekly stem program at each location every week.
- The PWRL Onaga Branch Library borrowed a Smoky the Bear costume from the U.S. Forrest Service. The Onaga Branch Librarian, with the Onaga Substitute Librarian dressed as Smokey, stopped in at most local businesses and spent extra time at the local day care and care home. Residents old and young were thrilled to get a visit from this very special bear!
- A survival training camp was conducted by a local resident for young patrons at the St. Marys Headquarters Library. Participants were required to have a signed permission form from their parents for this activity. Skills ranged from finding shelter, building fires, and responding to outdoor emergencies. A good time was had by all our little campers!

- BOARD MEETING DATES FOR 2024:
- The July Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL Alta Vista Mini Library on Wednesday, July 31, 2024.
- ADJOURNMENT: Bill Flannigan moved that the Board Meeting be adjourned. Alicia Matson seconded the motion, and the motion carried. The meeting adjourned at 7:03 p.m.

  
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Chairman

  
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Secretary