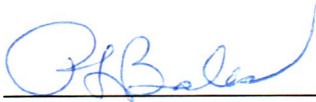


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, July 24, 2018 at the PWRL Onaga Branch Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director. Board member, Sue Jenkins, was present remotely via telephone.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as amended to add discussion of Insurance as number one under New Business. Sandie Jensen seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE JUNE 26, 2018 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:** Judith reported that the outstanding ad valorem funds still due from Pottawatomie County is \$16,560.94. The outstanding ad valorem funds due from Wabaunsee County is \$6,396.94. This is a total of \$22,957.88.
- **APPROVAL OF BILLS:** After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- **REPORT OF DIRECTOR:**
 - Elizabeth and Judith have been working with Century Link to resolve internet connectivity issues that occurred in the process of upgrading from 5 MB to 10 MB at 3 PWRL locations: Eskridge, Harveyville, and Alta Vista. Elizabeth dedicated several hours on the phone with Century Link and with NCKLS technology consultant, Duane Mayer, to resolve the issues. The Internet connection at Alta Vista, despite all efforts, has yet to be re-established, so Judith will go there tomorrow to work on it. The change in service was requested at this time to coordinate with PWRL's ERATE application based on the federal fiscal year, which will eventually reimburse 70% of the cost to the Library. The monthly charges for internet at each location will go from an estimated \$83.94 to \$117.95 per month.
 - Judith informed the Board that PWRL will receive, in addition to the 2018 Kansas Notable Book List Grant mentioned at last month's meeting, a second grant of \$300 to purchase books from the backlist of Kansas Notable Books.
 - Judith distributed a final copy of the previously updated and approved Library Personnel policy to each Board member.
 - The auditor with Varney & Associates is scheduled to be at the St. Marys Headquarters Library on Friday, July 27th to complete PWRL's required annual audit.
 - Upcoming staff vacations are scheduled for Judith, Wendi, and Deborah.
 - The next staff meeting will take place on August 24, 2018.
 - On Monday, July 23, Joyce Mathies, Alma Branch Librarian, reported to Judith that there had been a break-in over the weekend at the PWRL Alma Branch Library. The perpetrator apparently unlocked the window sometime during regular library hours. They then came back after hours, cut the window screen and opened the window to gain access to the building. The money collected for copies and faxes was taken, but nothing else appeared to be missing at this time. A police report was made, and the Alma staff will add checking the window locks to their daily opening and closing routine.

- UNFINISHED BUSINESS:
- 2019 LIBRARY BUDGET: Judith, accompanied by Pam Bales, Paulette Simecka, and Linda Tessorndorf, met with Pottawatomie County Commission on July 2, 2018 to present PWRL's 2019 Library Budget. Judith, accompanied by Pam Bales and Sandie Jensen, met with Wabaunsee County on July 9, 2018 to present PWRL's 2019 Library Budget. The final amounts for ad valorem funds provided by the counties are as follows: The 2019 PWRL General Fund was set at \$499,871. The Employee Benefits fund was set at \$59,095. The total amount funded by the counties for the 2019 PWRL Library Budget was set at \$558,966. The apportionment of the budget, based on population and valuation of each county is as follows: Pottawatomie County will levy to contribute \$441,951.28, of which \$395,227.31 will be allocated to the General Fund and \$46,723.97 will be allocated to the Employee Benefits fund. This is a total increase for Pottawatomie County of \$12,390.07. Wabaunsee County will levy to contribute \$117,014.72, of which \$104,643.69 will be allocated to the General Fund and \$12,371.03 will be allocated to the Employee Benefits fund. This is a total increase for Wabaunsee County of \$1,929.93.
- LIBRARIES ROCK- THE 2018 SUMMER READING PROGRAM: The number of meals given out for the summer food program has been fewer this year in comparison to past years. Due to a lack of volunteers in our smaller locations, we were only able to serve meals one day a week where previously we were serving lunch five days a week and this change significantly contributed to the decrease. The communities are still solidly represented by the numbers that continue to be served and the Library is satisfied that the meal program is filling a need in our communities and should be continued.
- NEW BUSINESS:
- INSURANCE: The Library received the invoice for the 2018 insurance premiums. This premium covers general liability at all locations, insurance on the contents at each location, auto insurance for the library van, Directors and Officers liability insurance, and workman's comp insurance. The amount budgeted for insurance in 2018 will cover the \$604.00 increase in the premium amount. Judith noted that there is some concern that if there is a proportional increase in the 2019 premium the budgeted amount may be insufficient at that time.
- LEASE OBLIGATIONS:
- Nina Imthurn moved that the Board go into Executive Session for five minutes with the Board, the Director, and the Assistant Director to discuss confidential data relating to lease obligations. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session at 5:58 p.m. and came out at 6:02 p.m. No action was taken.
- Judith reported to the Board that she has spoken with the St. Marys City Clerk regarding the 2019 lease agreement for the building housing the St. Marys Headquarters Library. The City will not be requesting a rent increase, so the monthly rent amount in 2019 will remain at \$550 per month.
- NCKL ANNUAL MEETING – AUGUST 2, 2018: The annual meeting will take place at the Manhattan Library. A Directors' meeting will take place during the afternoon. Elizabeth and Judith will attend both. Board members are invited to attend the NCKL Annual Meeting.
- PROGRAMS AND PROMOTIONS:
- The Kansas Humanities Council Speaker, Phil S. Dixon, gave his talk to 15 individuals on Saturday, July 14, 2018.
- The Milford Nature Center did their presentation at 6 PWRL locations. They were in Wabaunsee County on July 10 and Pottawatomie County on July 17.
- Elizabeth will represent the Library in the County Fair Parades. The Wabaunsee County Fair Parade is scheduled for July 28 and the Pottawatomie County Fair Parade will take place on August 5. The

Library will also have a booth at the Pottawatomie County Fair. Brochures promoting PWRL's services, along with a collection of free donated books, will be featured in the library booth.

- Fall Storytime will begin again on September 11 and be held every Tuesday at 10:00 a.m. at all Branch locations including St. Marys, Alma, Eskridge, and Onaga. The Mini Locations will also be offering regular Storytime sessions.
- The Kansas Library Association (KLA) annual meeting will be in Wichita October 24-26. Judith, Elizabeth, and the Branch Librarians are planning to attend.
- Kansas Reads to Preschoolers 2018 will be held the week of November 5. The book chosen for this year's one book – one state program is *Ten Pigs: An Epic Bath Adventure* by Derek Anderson.
- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, August 29, 2018 at the Alta Vista Mini Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:11 p.m.



Chairman



Secretary