

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, July 25, 2017 at the Alma Branch Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 PM. Paulette Simecka was Treasurer. Others present were board members: Sandie Jensen, Deb McClain-Williams, 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 presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JUNE 27, 2017 MEETING: Deb McClain-Williams moved that the minutes be approved as presented. Nina Imthurn seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
 - Judith reported that the Library has received the insurance renewal for 2017, which includes property/liability/auto, workers' compensation, and liability for Officers and Directors including Library Board members. The overall rate change amounted to a total increase of \$27.00 over the previous year's insurance premium costs. There will be an additional audit on payroll that may result in an additional charge to the workers' compensation premium later in the fall, but it is not expected to be a significant amount.
 - On July 24th, PWRL was notified that the Library has been randomly selected to undergo an audit performed by KPERS for the 2015-2016 financial years. Sheila is currently working on collecting the requested information.
 - Judith was able to meet with the new building owners in both Eskridge and Onaga. On July 10th, Judith met with the new owner of the Eskridge building, John Whittaker. On July 18th, Judith met with the new owner of the Onaga building, Annette Cline.
 - On Friday, July 21st, Eskridge staff called St. Marys to notify Judith that there had been a break-in at the Eskridge Branch Library. Judith contacted Diane Turnbull, the Library's insurance agent, and the new building owner, John Whitaker, and then immediately traveled to Eskridge to ascertain the damage. A sheriff's report had already been filed by the time she arrived. It was determined that approximately \$142 in cash was taken. This balance was made up of miscellaneous donation money, the location's petty cash, money that had been paid for copies and faxes, as well as the balance of donation funds accumulated by the Eskridge Friends of the Library.
 - Superficial damage to various decorations inside the building was noted, as well as unauthorized use of the library's copy machine. Based on the status of the building, it was determined that the intruder(s) either had a key or unlocked the building's back door during regular business hours in order to gain access at the time of the break-in. On his arrival, building owner John Whittaker permanently secured the back entrance to prevent future break-ins. The commercial lock on the front door was also changed and new keys were given to the Director for distribution to authorized staff.
 - Inadequate internet speeds have become an issue at the three PWRL locations in Wabaunsee County using CenturyLink as their service provider. The 5 MB Internet bandwidth currently available at Eskridge, Alta Vista, and Harveyville is often not enough to support the needs of both staff and patrons.

CenturyLink, as the sole viable provider of high speed internet for these locations, has not been forthcoming with a solution to this problem that is not beyond PWRL's budget for this service.

- One identified issue causing congestion of bandwidth is the library's current hard drive locking software because it forces locked computers to download and install any Windows Updates each day, but the installation does not complete due to the nature of the hard drive lock. In order to address this issue, the Library will be changing hard drive locking software to one which will allow updates to complete and prevent computers from attempting to download updates during business hours. Another resolution that has been enacted to counter the congestion has been to partition a section of the bandwidth for staff only use, ensuring staff are able to complete circulation and search tasks related to PWRL's online library catalog. Neither of these strategies will solve the problem, but they may provide some short term relief.
- **STAFFING:** Judith told the Board she has hired Sallie Force as the new Branch Librarian at Onaga. Judith also hired Susan Magnett as the new Assistant Branch Librarian at Onaga and Substitute Librarian at Westmoreland for Monday and Thursday evenings. Subsequently, Judith spent considerable time training at Onaga this month. She had the opportunity to work with Susan on July 5th, 7th, and 12th. She worked with Sallie on July 14th, and again with both Sallie and Susan on July 18. Judith reported that she is excited about changes at this location and is looking forward to good things from this new team.
- On July 18th, Judith interviewed and hired Cherrie Ann Lindsey for the position at Westmoreland on Saturdays. Cherrie Ann will train with Judith on Saturdays, July 29 and August 5. She will also train with Wendi Rogers, the Mini Librarian / Route Driver, on Monday, July 31st, and with Susan Magnett on August 4th. Cherrie Ann is a literature teacher at the Rock Creek High School and has a number of positive connections that should be useful for building stronger partnerships with both the school and the community.
- Liz Feiden, former PWRL Mini Librarian / Route Driver, who retired but still works as a substitute at the St. Marys Headquarters Branch, fell and broke her hip yesterday. Surgery was required and they put in 4 pins, but Liz is confident she will be up and going again soon.
- A letter written by the Wabaunsee County Sheriff's Office, published in the July 13th edition of the Wabaunsee County Signal Enterprise newspaper, praised the Library's Summer Reading Program and specifically, Mini Librarian / Route Driver, Wendi Rogers, for her efforts to schedule quality events for local youth and for providing the opportunity for the Sheriff's Department's inclusion in the program.
- **UNFINISHED BUSINESS:**
- **BUILD A BETTER WORLD – 2017 SUMMER READING PROGRAM:**
- As of July 21, 2017, PWRL's summer food program, in partnership with Catholic Charities, had served 3,577 lunches in 7 locations. The Westmoreland summer food program, though also sponsored by Catholic Charities, is managed by an independent third party.
- Also as of July 21, 2017, the total attendance at special programs reported by PWRL locations during June and July totals 7,060 participants.
- Judith shared with the Board additional photos that had been taken during Summer Reading programming at all 8 PWRL locations.
- **ESKRIDGE BRANCH LIBRARY – LEASE:** As mentioned in the Directors report, Judith met John Whitaker, the new owner of the building housing PWRL's Eskridge Branch Library, on July 10th. During that meeting, plans for dealing with malfunctioning lights were discussed. Mr. Whitaker agreed to begin replacing all lighting fixtures, starting with the 10 fixtures at the front of the building and working to the back. The long history of roof leaks was also discussed. Another leak was discovered on July 12th, and Eskridge staff confirmed Mr. Whitaker worked to fix it as soon as it was reported to him. One of the long-term goals discussed with Mr. Whitaker was a request by Branch Librarian, Jan Brown, who asked about the possibility of installing an awning above the front windows.
- After confirming that the deed for the property had been transferred, Judith made the decision to deal directly with the new owner, John Whitaker. The lease agreement was revised to reflect a slight adjustment to the dates of the original lease. The coverage term for the new lease is July 1, 2017-

December 31, 2022. The monthly rental rate remains at \$450 per month and all other terms are identical to the previous lease. The lease was mailed to John Whitaker, who has since signed and returned it. Deb McClain-Williams made a motion to approve the lease agreement for the building housing the Eskridge Branch Library and allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.

- WESTMORELAND MINI LIBRARY: Judith reported that no communication in any form has been received from the Westmoreland City Council.
- An article in the July 19th edition of the Smoke Signal quoted the Westmoreland City Attorney, John Watt, stating that a ballot question will read, “Shall the city of Westmoreland be allowed to increase its budget in 2018 and subsequent years and impose an increased levy of 5 mils for the purpose of organizing and operating a public library for the city of Westmoreland.” The 5 mils would result in around \$20,000 per year to go toward the city’s own library according to the article.
- The Pottawatomie Wabaunsee Regional Library, established under K.S.A. 12-1331 – K.S.A. 12-1235 at the county level, stipulates that residents living in PWRL’s legal service area are taxed for library service at that level. An attempt to also tax residents at the city level could result in double taxation on citizens of Westmoreland. Due to the impact this would have on the City’s citizens, this may not be in the best interest of the City of Westmoreland, particularly since all materials and equipment currently used for library services in Westmoreland, being the property of the Pottawatomie Wabaunsee Regional Library, would be removed and reapportioned throughout the remaining system in the event that such service are taken over by the City of Westmoreland. At this point, the community would be in the position of starting library services over from scratch. Judith told the Board that she estimates the start-up cost for this would be approximately \$75,000.
- At this time, the Pottawatomie County Clerk of County Elections confirmed that no item from the City of Westmoreland has yet been certified with her office for the election. In order for the item to appear on the November 7, 2017 ballot, the new budget item would need to be certified by the County Elections office by September 15, 2017.
- 2018 LIBRARY BUDGET: Judith, accompanied by Pam Bales and Linda Tessendorf, met with Pottawatomie County Commission on July 3, 2017 to present PWRL’s 2018 Library Budget. Judith, accompanied by Pam Bales, met with Wabaunsee County on July 10, 2017 to present PWRL’s 2018 Library Budget. The final amounts for ad valorem funds provided by the counties are as follows: The 2018 PWRL General Fund was set at \$489,143. The Employee Benefits fund was set at \$55,503. The total amount funded by the counties for the 2018 PWRL Library Budget was set at \$544,646. The apportionment of the budget, based on population and valuation of each county is as follows: Pottawatomie County will levy to contribute \$429,561.21, of which \$385,786.11 will be allocated to the General Fund and \$43,775.11 will be allocated to the Employee Benefits fund. This is a total increase for Pottawatomie County of \$12,508.50. Wabaunsee County will levy to contribute \$115,084.79, of which \$103,356.89 will be allocated to the General Fund and \$11,727.89 will be allocated to the Employee Benefits fund. This is a total increase for Wabaunsee County of \$1,436.50.
- NEW BUSINESS:
- ONAGA BRANCH LIBRARY - LEASE: On Tuesday, July 18th, while training Sallie and Susan at Onaga, Judith was informed by the new owner that the building housing the Onaga Branch Library had been sold. Judith then spoke with the new owner of the building, Annette Cline, who bought the building from John Annan. Ms. Cline has agreed not to increase the current rent amount of \$400 per month. After confirmation of the sale was received from John Annan, a new lease was sent to Ms. Cline to be signed. Deb McClain-Williams moved to approve the new lease agreement with Annette Cline for the building housing the Onaga Branch Library and to allow a monthly direct deposit for the rental amount, as was done for the previous owner. Nina Imthurn seconded the motion and the motion carried.
- NCKL ANNUAL MEETING – AUGUST 3, 2017: The 2017 NCKL Annual Meeting will take place on August 3rd. Judith and Elizabeth will attend. The meeting will include adoption of the NCKL annual budget and renewal of NCKL service contracts with applicable libraries, which does include PWRL. A

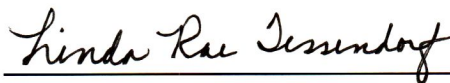
special program by Marci Penner, co-author of *The Kansas Guidebook 2: For Explorers*. will also be offered to those attending.

- PROGRAMS AND PROMOTIONS:

- This is the last week of the 2017 Summer Reading Program. It officially ends on July 29 and Judith will plan to present this year's statistics at the August board meeting.
- On July 26th, St. Marys will host a program focused on the solar eclipse that will occur on August 21st. Jerelyn Ramirez, a local astronomer and member of Kansas Astronomical Observers, will teach attendees about solar eclipse safety and provide interactive activities. A similar program was done at the Eskridge Branch Library by Ms. Ramirez on July 3rd. PWRL has 1,000 solar eclipse viewing glasses to give away between the 8 locations, as provided by a grant through the Space Science Institute. St. Marys will also host a viewing event with crafts on the day of the solar eclipse, August 21st.
- Elizabeth and other staff members will represent the Library in parades for the upcoming county fairs. Elizabeth and Joyce, Alma Branch Librarian, will participate in the Wabaunsee County Fair Parade on July 29th at 6 PM. Elizabeth, Sallie, Onaga Branch Librarian, and Susan, Onaga Assistant Branch Librarian, will put up a library booth on the Pottawatomie County Fairgrounds on August 2nd. The booth will have free paperback books along with various service brochures and pamphlets about the Library's available resources for fair-goers to peruse and take home with them. On August 6th, Elizabeth and Sallie will participate in the Pottawatomie County Fair Parade and then take down the fair booth.
- On August 4th, Duane Mayer, who has replaced Richard Miller as the NCKL Tech Consultant, will come help set up 14 computers purchased to replace staff and patron computers at multiple locations.
- There will be a quarterly staff meeting for Admin and Branch Librarians on August 11th at St. Marys.
- During the month of August, Onaga Branch Library staff will be doing a special Storytime. Susan, the Onaga Assistant Branch Librarian, will be reading a book from the Rainbow Fish series and have a coloring activity each week on Tuesdays and Wednesdays.
- Regular weekly Storytime, which takes place on Tuesdays at 10 AM, will start at the other branches during September. The specific day will depend on each location.
- Regular weekly Storytime has been going on all summer and will continue at the Mini Library locations on the day(s) the location is open. The exact times vary by location.
- The 2017 Kansas Reads to Preschoolers week is November 13-18. The goal is to read the chosen book to all children in Kansas under the age of 5 during this time. This year's book selection is The Napping House by Audrey Wood.
- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be held on Wednesday, August 30, 2017 at 5:30 PM at the Harveyville Mini Library.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:00 PM.



Chairman



Secretary