

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, July 26, 2023, at the PWRL Alma Branch Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:32 p.m. Peggy Adams was Secretary. Others present were Board Members: Alice Hinck, Paulette Simecka, and Alicia Matson; Judith Cremer, Director, and Rain Schultz-Pruner, Assistant Director.
- The following members of the public signed in and were present at this meeting. , Bill Flannigan and Dennis Miller, St. Marys Community Advisory Committee Members; Carolyn Mathews, local resident; Gabriel Johnson, Channel 27 News
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Peggy Adams moved that the Board approve the consent agenda as presented, including the adoption of the meeting agenda, approval of minutes of the June 28, 2023 meeting, correspondence and communication, report of the treasurer, and approval of June financial reports and July bills. Paulette Simecka seconded the motion and the motion carried.
- Updated reports were provided to Library Board members. An adjustment had to be made in the July payroll after the Board Packet was sent. There was also additional interest added to the financial report.
- Treasurer's Report: The Library received ad valorem funds from Pottawatomie County in the amount of \$232,000. Of that amount \$207,000 was allocated to the General Fund and \$25,000 was allocated to the Employee Benefits Fund.
- NCKL REP. REPORT: The next NCKL Executive Committee Meeting is scheduled for August 24, 2023. Judith will be attending this meeting in person at the Manhattan Public Library. The next Director's Meeting is set for August 3, 2023.
- PWRL has had various technology problems over the last month. Duane Mayer, the NCKL Technology Consultant is currently assisting with repair of several public computers, the external wireless access point from Alta Vista, and the Assistant Director's laptop.
- Duane is also assisting with the installation of six new wireless access points at Eskridge, Onaga, Alta Vista, Harveyville, Olsburg, and Westmoreland. PWRL filed a category 2 E-Rate application to support the purchase of these devices. The application was approved and the devices have been purchased using the 70% discount that was allowed.
- PWRL received 16 copies of the 2023 Kansas Reads to Preschoolers book, My Heart Fills with Happiness by Monique Gray Smith from NCKL. These copies will be disassembled

and used to create a set of storywalk posters for each of PWRL's eight locations. The posters will be used as part of the Kansas Reads to Preschoolers initiative that is scheduled each November.

- DIRECTOR'S REPORT:
- The Board approved a revision of the bylaws section of the PWRL Library Board Policy at the June Library Board Meeting. Copies of the updated bylaws were distributed so that Board Members could update their policy manuals. All PWRL employees will also receive updated copies for both the policy manual at their locations and for their personal policy manuals.
- The annual Summer Reading / Summer Food Program is in full swing. Library Staff members are working extremely hard and hope to make the 2023 All Together Now Summer Reading Theme memorable for all of our patrons.
- The focus was on cleanup at St. Marys this month. PWRL was able to purchase a complete set of furniture retired from the State Judicial Center in Topeka from the Kansas State Surplus. The furniture included four executive desks, one L-desk, a credenza, a two drawer vertical file with hutch, a matching shelving unit, and two leather side chairs. We were able to completely replace the workstations in the bookkeeper's office and the reference room. Existing furniture was relocated to other locations, donated or discarded. The new furniture is solid wood and very heavy. Staff tried to get it moved, but we eventually had to hire a moving crew to assist with hauling and moving. A single double pedestal executive desk with similar dimensions was priced beginning at \$1,300 - \$1,600. It was felt that the \$1,281 charged by Kansas Surplus for a full set of matching furniture pieces constituted an excellent deal.
- The Library was notified that PWRL's KPERS 457 retirement plan must be adjusted to remain compliant with new legislation passed by congress. Changes include dropping the prior month rule for employees who request adjustments to their withholding amounts. PWRL will also be adding an option for employees to enroll in a Roth saving plan. PWRL already has an option for employee enrollment in a pre-tax saving plan.
- Hoopla recently announced that they now have the capability to provide a new search of their digital content that integrates with PWRL's existing Auto-Graphics Verso Online Library Catalog. The Library has already implemented a similar functionality for digital content available through Overdrives Sunflower eLibrary. Judith worked with both Hoopla and Verso to add the Hoopla search option. Verso will charge a \$100 setup fee and include an extra \$400 annual support charge to support this service. The advantage for patrons to have the ability to complete one search in our catalog, rather than having to repeat the same search on multiple platforms to find all the content available to them regardless of format, is worth the cost.
- Judith has been asked to provide video testimony to support a grant application being put together by Wamego Telecommunication (WTC). Their hope is to be allowed to secure funding to support expansion into Wabaunsee County. They have asked Judith to share PWRL's experience with trying to secure broadband Internet services sufficient to meet the requirements of Library patrons and staff in Wabaunsee County. The Library has a long history of struggling with finding and maintaining stable internet connections

in that area, particularly at Eskridge and Harveyville. The services received from Mercury Broadband at those locations are often unstable, inconsistent, and staff struggles with internet speeds well below the minimum levels as defined by the FCC. The interview will be filmed by staff from WTC and shared with the Kansas Commission on Broadband.

- The forms for PWRL's e-rate application to request reimbursement of internet services and network equipment need to be filed in August. The Library must also submit an application for reimbursement of the cost to renew the data for the Library's Internet hotspots through the Emergency Connectivity Fund (ECF) next month.
- Judith was informed over the weekend that an issue had developed with the sewer lines at PWRL's Harveyville location. The toilet overflowed multiple times and it was thought that the instillation of a new fiber optic line in the neighborhood may have caused the problem. Judith has talked with Dustin Kuntz, the Harveyville mayor, and they are working with a plumber to resolve the issue.
- Judith reported that she interviewed Debra Osif for the Assistant Branch Librarian position at Alma on Saturday, July 22nd. Kate Nolan will be leaving that position sooner than anticipated so it is important that the job be filled as soon as possible. Debra has been offered the position and Judith will start her training on Monday, July 31st. Following the interview Debra assisted Judith and Branch Librarian Lori Beth Terrell in decorating the Library van and all three subsequently participated in the Wabaunsee County Fair Parade. Everything went smoothly and we had a great time sharing candy and library buttons with the crowd attending the parade.
- Bailey Keenan, who previously served as the PWRL Processing Clerk at the St. Marys Headquarters Library, returned in a temporary capacity during June and July. The extra hands were much appreciated during the Summer Reading rush. Baily's last day in her temporary position was Friday, July 28th.
- Destiny Brooks was hired to fill the open Processing Clerk Positon. She started this new job on Tuesday, August 1st. Destiny has worked previously for the Library. She began as a part-time Assistant Branch Librarian and was later moved into the full time Assistant Branch Librarian position. She left the library a year ago to focus on her studies, and her return is a great addition to the Library staff.
- Several applications have been picked up by candidates interested in applying for the open Assistant Mini Librarian position at Westmoreland, but no one has yet returned an application. The Onaga Assistant Branch Librarian position too remains open.
- UNFINISHED BUSINESS:
- ALL TOGETHER NOW – 2023 SUMMER READING/SUMMER FOOD PROGRAM: The last month of the annual Summer Reading / Summer Food Program was just as busy as the first. Staff have been working very hard and a full calendar of programs and events were prepared and presented at all eight PWRL locations. Staff have been hosting parties and/or awards ceremonies at each PWRL location this week to wrap up the 2023 Summer Reading Program. Eskridge hosted games in the park for Summer Readers this week. The mini locations served patrons snow cones. Staff at Harveyville will serve patrons root beer floats on Saturday. Onaga provided cookies and crafts in partnership

with the Onaga Museum. St. Marys will offer water wars and pizza for young readers on Thursday. We are using donation funds given in thanks for cotton candy that library staff provided at the St. Marys Fourth of July Celebration to fund this party. Alma will conduct a Summer Reading Award Ceremony at the Library on Friday, July 28th to recognize the hard work of our young readers at that location. All things considered it was a good summer! Statistics should be ready to present at the August Library Board Meeting in Onaga.

- Staff at seven of PWRL's eight locations have on average been serving close to 1,000 meals and milk to children in Pottawatomie and Wabaunsee Counties each week this summer. Alma, Alta Vista, and Olsburg ended Summer Food services this week. Westmoreland will continue offering Summer Food through August 7th. Onaga's Summer Food will end on August 11th and Eskridge will serve through August 15th. The extension of food services at these locations was allowed to help reduce the gap between the end of Summer Food Service and the beginning of school meal service.
- ST. MARYS – ADVISORY COMMITTEE: Members of the St. Marys Advisory Committee met on Thursday, June 21st. At this meeting it was decided that the committee will plan in future to meet on the final Thursday of each month, following the regular Library Board meeting on the last Wednesday of each month.
- All six Advisory Committee members attended the June Library Board Meeting, listened to the community group who addressed the Board at that meeting, and participated in the discussion. Copies of all information sent and received from the St. Marys City Commission have subsequently been shared with Advisory Committee Members.
- The Advisory Committee is scheduled to meet again tomorrow, Thursday, July 27th, at 9 a.m. at the St. Marys Headquarters Library. Committee members have requested an overview of PWRL's finances. The consensus of the Board was that the six members of the St. Marys Advisory Committee appointed to serve as a special committee of the Board will continue in this capacity. Any community members, residents, or interested individuals who wish to attend committee meetings will be welcome and encouraged to join the discussion.
- NEW BUSINESS:
- INSURANCE: The Library Board had previously requested that the Library send a request for bid to local insurance providers. A RFP was emailed to three local agents at the end of June. PWRL's long time insurance agent was also consulted and made aware of the proposal. The renewal with Flint Hills Insurance will automatically provide coverage after the August renewal date. Those policies would need to be

canceled if the Board decided to change providers, but the provision insures that the Library will not suffer any gap in coverage in the meantime.

- Only one local agent responded and subsequently referred the request to a larger agency in Topeka. The agent in charge of the bid was emailed specific questions to clarify the proposal he sent. He was asked to reply to these questions in writing so the information could be accurately relayed to the Board. We received a brief call, but none of the questions we asked were answered. For this reason it is not possible to recommend any dealings with this agency.
- After further discussion Alice Hinck moved that the Board approve that the Library continue working with Flint Hills Insurance to provide coverage for the Library. Paulette Simecka seconded the motion, and the motion carried.
- PROGRAMS AND PROMOTIONS: PWRL participated in a number of events this month and more have been scheduled for the fall. PWRL will again put together a booth at the Pottawatomie County Fair. Books that have been saved over the course of the year will be featured in the Booth and residents will be encouraged to take their favorites home for free.
- An Annual Solar Eclipse will be visible in the US on October 14, 2023. This event will be followed by a total solar eclipse on March 24, 2024. PWRL applied for a grant and has been approved to receive 2,000 pairs of eclipse glasses to share with our communities. The Library has made arrangements with Jeryln Ramirez, a St. Marys resident who works with the Kansas Astronomical Observers, to provide informational programs about the eclipses at most PWRL locations in the coming month.
- PWRL's weekly Preschool Storytime Programs will begin the fall session in September at all library locations. The Library will participate in the Alta Vista Old Settlers Day on Saturday, August 12th. We will also take part in the Eskridge Fall Festival Parade which is planned for Saturday, October 28th.
- BOARD MEETING DATES FOR 2023: The August Library Board Meeting will be held on Tuesday, August 29th, at 5:30 p.m., at the PWRL Onaga Branch Library. The Board agreed by consensus to move this meeting from the regular Wednesday meeting day to accommodate board member schedules and secure a quorum for the meeting.
- ADJOURNMENT: Paulette Simecka moved that the meeting be adjourned. Alice Hinck seconded the motion, and the motion carried. The meeting was adjourned at 6:19 p.m.

Chairman

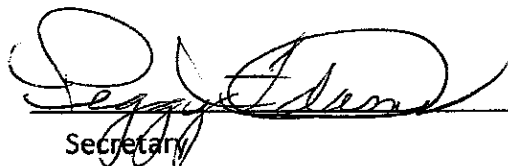
Secretary

anceled if the Board decided to change providers, but the provision insures that the Library will not suffer any gap in coverage in the meantime.

- Only one local agent responded and subsequently referred the request to a larger agency in Topeka. The agent in charge of the bid was emailed specific questions to clarify the proposal he sent. He was asked to reply to these questions in writing so the information could be accurately relayed to the Board. We received a brief call, but none of the questions we asked were answered. For this reason it is not possible to recommend any dealings with this agency.
- After further discussion Alice Hinck moved that the Board approve that the Library continue working with Flint Hills Insurance to provide coverage for the Library. Paulette Simecka seconded the motion, and the motion carried.
- PROGRAMS AND PROMOTIONS: PWRL participated in a number of events this month and more have been scheduled for the fall. PWRL will again put together a booth at the Pottawatomie County Fair. Books that have been saved over the course of the year will be featured in the Booth and residents will be encouraged to take their favorites home for free.
- An Annual Solar Eclipse will be visible in the US on October 14, 2023. This event will be followed by a total solar eclipse on March 24, 2024. PWRL applied for a grant and has been approved to receive 2,000 pairs of eclipse glasses to share with our communities. The Library has made arrangements with Jeryln Ramirez, a St. Marys resident who works with the Kansas Astronomical Observers, to provide informational programs about the eclipses at most PWRL locations in the coming month.
- PWRL's weekly Preschool Storytime Programs will begin the fall session in September at all library locations. The Library will participate in the Alta Vista Old Settlers Day on Saturday, August 12th. We will also take part in the Eskridge Fall Festival Parade which is planned for Saturday, October 28th.
- BOARD MEETING DATES FOR 2023: The August Library Board Meeting will be held on Tuesday, August 29th, at 5:30 p.m., at the PWRL Onaga Branch Library. The Board agreed by consensus to move this meeting from the regular Wednesday meeting day to accommodate board member schedules and secure a quorum for the meeting.
- ADJOURNMENT: Paulette Simecka moved that the meeting be adjourned. Alice Hinck seconded the motion, and the motion carried. The meeting was adjourned at 6:19 p.m.



Chairman



Secretary