

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, July 29, 2026 at the PWRL Eskridge Branch Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:45 p.m. Alicia Matson was appointed to act as Secretary. Others present were Treasurer Bill Flannigan, Board Member Lela Riley, and Judith Cremer, Director.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda with the addition of an executive session to discuss non-elected personnel under new business. Included was the approval of minutes of the June 24, 2026 board meeting, correspondence and communication, report of the treasurer, approval of the June financial reports and payment of the July bills. Alicia Matson seconded the motion and the motion carried.
- NCKL REP. REPORT: The NCKL annual meeting will be held on August 27, in Manhattan. The NCKL 2027 Budget and System Plan will be on the agenda.
- NCKL Rotation of new books was delivered to each of the four branch libraries on July 27. PWRL staff removed approximately 1,200 titles from the online catalog for books being returned and manually added a like number of records for new NCKL books being added to our collection.
- DIRECTORS REPORT: Tammy Biswell has been hired as the new PWRL St. Marys Branch Librarian. She started her new position with the Library on Monday, July 6. Tammy is a licensed teacher and has many years of classroom experience. She has many programing ideas and is working now on planning an afterschool stem program for kids in grades 3-6. A special speaker has been lined up to kick off the intuitive in September with two sessions on Robotics.
- Kate Nolan, the PWRL Alma Assistant Branch Librarian, has given her notice due to health considerations. Her last day at the Library will be August 21. She would like to be included on the Substitute list though following her recovery.
- We now have two substitutes working on Saturdays at Harveyville, Regan Sample and Erin Newport, but both have somewhat limited availability. Judith said she would continue to cover the Saturday hours at Harveyville until their schedules stabilize or additional help can be hired.
- Rubble from the building that collapsed next to the PWRL Onaga Branch Library has finally been removed. Everything was removed except the front façade. Annette Cline, the owner of our building, will continue to monitor the situation and work to mitigate any damages.
- The Eskridge Branch Librarian reported that on July 22 a shared wall at the PWRL Eskridge Branch Library collapsed. The building owner removed a good deal of rubble the following day. It then rained on July 24 and there was a lot of water coming into our

building. We moved as much as possible away from the wall and covered everything with plastic. The building owner subsequently came back and placed a tarp over the roof, which seemed to help. The library has insurance on the contents of the building. A potential insurance claim has been filed, so there will be coverage under our policy if the conditions worsen, but at this point, we are waiting for the building owner to come up with a plan to address the damage.

- The Kansas State Library has announced new vendor contracts for the statewide databases that they provide for all Kansas residents. They have shifted their focus away from Ebsco databases and move toward databases provided by Gale. Judith will work with the State Library to set up authentication with each vendor so that patrons will be able to seamlessly access these new databases at each PWRL location. The instructional brochures for the statewide databases will also need to be updated to reflect the new resources that will now be available to our patrons.
- PWRL received the renewal on all PWRL insurance policies including liability and property, auto, workers compensation, and directors and officer's liability insurance. There will be a total increase on the cost of the premiums of 4.5%
- UNFINISHED BUSINESS:
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday July 17, 2026.
- Judith gave the Advisory Committee an update on upcoming events planned at the Library.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, August 14.
- 2027 LIBRARY BUDGET: The Tax Data Sheet used for figuring the apportionment of the levy for the 2027 Library Budget has now been updated with the valuation figures from both counties and the certified population figures released by the Kansas State Division of the Budget. The Pottawatomie County Revenue Neutral Hearing is scheduled for Monday, August 24 at 10:30 a.m. The Wabaunsee County Revenue Neutral Hearing is scheduled for Monday, September 14 at 10:00 a.m. Judith will attend both hearings to answer any potential questions about the PWRL Library Budget.
- BOARD MEMBER POSITIONS: Judith told the Board she is still working on recruiting someone to fill Position 1 from the Olsburg area on the PWRL Library Board of Trustees.
- UNEARTHING A STORY @ THE LIBRARY SUMMER READING / SUMMER FOOD PROGRAM: Seven PWRL locations participated in the annual Summer Food Program, including Alma, Eskridge, Onaga, Alta Vista, Harveyville, Olsburg, and Westmoreland. Food Service was added at the PWRL Alta Vista location in July. To date, with one week remaining to report, 4,708 meals have been distributed to children 0-18 in Pottawatomie and Wabaunsee Counties.

- Program Statistics are incomplete, but staff at all PWRL locations have to date reported hosting 311 PWRL Summer Reading / Summer Food program events. 15,096 people have attended special Summer Reading Programs at these locations so far this year.

NEW BUSINESS

- LEASE AGREEMENT – ST. MARYS: After discussion, Bill Flannigan made a motion to approve the renewal of the lease agreement for the building housing the St. Marys headquarters library. The rental amount will remain the same at \$1,600 per month. Lela Riley seconded the motion and the motion carried.
- POLICY UPDATES: Draft copies of proposed policy changes were distributed. The addition of an organizational chart, a new disciplinary policy, a new employee ethics policy, and an updated policy on personal appearance and grooming were discussed. The Board will review the draft policies over the upcoming month and send any recommended changes to Judith to include with the August Board Packet.
- EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL:
- Lela Riley moved that the Board go into executive session for twenty minutes with the Board only present to discuss non-elected personnel. Alicia Matson seconded the motion and the motion carried. The Board went into executive session at 7:02 p.m. and came out at 7:22 p.m.
- BOARD MEETING DATES FOR 2026: The regular August Library Board Meeting will be held at 5:30 p.m. at the PWRL Alta Vista Mini Branch Library on Wednesday, August 26, 2026.
- ADJOURNMENT: The Board Meeting was adjourned at 7:28 p.m.

Alice M. Hinck

Chairman

Seegye L. Dan

Secretary