

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, August 27 2025 at the PWRL Eskridge Branch Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:48 p.m. Others present were Board Members: Bill Flannigan, Alicia Matson, Peggy Adams, and Lela Riley; Judith Cremer, Director, Ashley Araiza, Assistant Director; Terry Force, Pottawatomie County Commissioner. PWRL Eskridge Branch Librarian Patty Knutson was also present.
- ADOPTION OF THE MEETING AGENDA: Bill Flannigan moved to approve the meeting agenda with the addition of an executive session to discuss non-elected personnel following the Directors Report and a discussion of a Health Insurance Stipend Policy under New Business. Lela Riley seconded the motion, and the motion carried.
- PUBLIC COMMENT: Eskridge Branch Librarian Patty Knutson addressed the board about proposed changes in the operating hours of the PWRL Eskridge Library. She also presented information about the Summer Reading Program events held at Eskridge and a list of general concerns about the library.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda, including the approval of minutes of the July 30, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the July financial reports and payment of the August bills. Peggy Adams seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith attended NCKL's annual meeting held on August 21st at the new NCKL office in Manhattan. The day's agenda included the NCKL Revenue Neutral Rate Hearing for their 2026 Budget, Adoption of the 2026 NCKL Budget, and approval of the 2026 NCKL System Plan. The afternoon program featured a presentation on rural entrepreneurship. A new online tool developed by K-State that gathers local demographic information was introduced during the talk. This is an excellent resource for generating valuable local data that can be used for completing reports and including in grant applications.
- DIRECTORS REPORT: All PWRL locations are winding down from Summer Reading and getting ready for fall activities and events.
- The Pottawatomie County Fair and parade was on held on Sunday, August 3rd. PWRL won 3rd place for our fair booth display. Judith and Jordan drove in the parade and represented the library.
- The Old Settlers Day Parade was held on Saturday August 9th in Alta Vista. Judith, along with Christine Jenkins, the PWRL Alta Vista Substitute Librarian, and her granddaughter drove in the parade and represented the library.

- Judith reported that she submitted an application for a Wamego Telco FRS Community Grant asking for the maximum amount of \$5,000 to cover the cost of purchasing 30 hotspots for the hotspot lending project.
- The City of St. Marys is currently working on re-paving the library parking lot. It has made parking a little challenging but the lot was in great need of repair and the library is very appreciative.
- The air conditioning at both Onaga and Westmoreland have been repaired. Unfortunately the air conditioning unit at the PWRL Harveyville Mini Library is now broken down. The city of Harveyville is in the process of replacing the window unit at that location.
- PWRL staff are working on plans for fall story time that will start in September. St. Marys will again partner with USD 321 and Dori Simecka will host a play café storytime event at the library on the first Tuesday of each month in September, October, and November.
- Alma held a welcome back party for its homeschool families on Monday, August 18th. It was well attended.
- Ashley has contacted the elementary schools at the mini locations to set up storytime visits with the Kindergarten and or pre-k classes.
- The Alma Assistant Branch Librarian left the library for another job. Kate Nolan, who previously worked as a substitute librarian, has been hired to fill the open position. Deb Osif, the former Alma Assistant Branch Librarian has been hired as a Substitute Librarian.
- Judith was notified by the Kansas Library Association Friends of Kansas Libraries section that they have chosen her as this year's recipient of the Duane Johnson Library Leadership award. The award will be presented to Judith at the KLA State Librarians luncheon in November.
- Alicia Matson moved that the Board go into executive session for 30 minutes with only the Board present to discuss non-elected personnel. Lela Riley seconded the motion and the motion carried. The Board went into executive session at 6:11 p.m., and came out at 6:40 p.m.
- Alicia Matson moved that the Board going into executive session for an additional 10 minutes to continue the discussion on non-elected personnel. Peggy Adams seconded the motion and the motion carried. The Board went back into executive session at 6:41 p.m. and came out at 6:51 p.m.
- UNFINISHED BUSINESS:
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday August 15th. Bill Flannigan delivered the monthly information packet to the city for the St. Marys City Commission. The packet included the new book list, statistics reports, and a complete set of Summer Reading Program calendars and flyers.
- Dennis Miller agreed to approach the city about the status of the roof repairs and carpet replacement project.

- The next St. Marys Advisory Committee Meeting is scheduled for Friday, September 12, 2025.
- TOPICS FOR BOARD DISCUSSION – JOB DESCRIPTIONS / EMPLOYEE EVALUATIONS: The Board asked that Judith request feedback from existing staff regarding their current job descriptions. A range of responses were received and presented to the Board. Copies of staff comments were made for the Board to take home and review.
- EMPLOYEE EVALUATIONS: Judith provided the Board with an overview of the functionality for conducting electronic staff evaluations within the new Gusto Payroll System. Each employee has an individual account in Gusto. Admin staff can enter a series of customized evaluation questions and electronically assign evaluations to each PWRL employee. The employees respond to the questions and submit the evaluation online. They can be downloaded, reviewed and feedback can be given individually to each employee.
- 2026 LIBRARY BUDGET: Judith reported on the Pottawatomie County Revenue Neutral Rate Hearing and 2026 Budget Hearing she attended on Monday, August 18th. Bill Flannigan also attended the meeting to represent the board. County Commissioners voted to accept the RNR rates and approve the 2026 Pottawatomie County 2026 budget. The Wabaunsee County Revenue Neutral Rate Hearing is scheduled for Monday, September 15th at 10 a.m. Lela Riley will also attend to represent the board at the meeting.

NEW BUSINESS

- HEALTH INSURANCE STIPEND POLICY: Judith shared draft copies of a Health Insurance Stipend Policy and a Memorandum of Understanding to be signed by all eligible PWRL employees. The memorandum provides employees with details on the tax implications of the new health insurance stipend. It also documents the Board's plan to increase the amount of the stipend over the course of three years. At that time the stipend will be ended and the funds will be reallocated toward the purchase of employer sponsored health insurance coverage for eligible library employees. The Board will review the documents and take action on them at the September Board meeting.
- 2025 SUMMER READING/SUMMER FOOD PROGRAM STATS: Multiple statistical reports providing insight into the activity generated at all PWRL locations during the 2024 Summer Reading / Summer Food Program were shared with the Board.
- E-RATE UPDATE- PWRL's e-rate application for hotspots continues to be frozen.
- PWRL's 472 e-rate forms required to request partial reimbursement for the cost of Internet Services provided to the Library from July 2024 – June 2025 have been submitted. PWRL has been approved to receive a disbursement from e-rate for this period amounting to \$7,465.88. These funds will be deposited into the PWRL Capital Improvement Fund under Previous FY–E-rate.

- PWRL's 486 e-rate form has also been submitted signaling the start of the new e-rate fiscal year that runs from July 1, 2025 – June 30, 2026.
- 2026 NCKL CONTRACT: PWRL'S 2026 NCKL Contract was approved at the August 21st NCKL annual meeting. The board approved the contract as part of PWRL's 2026 budget discussion, but it still needs to be signed. Copies will be brought to the September Board Meeting so that this task can be completed.
- BOARD/STAFF FUNCTION: Judith consulted with NCKL about program ideas for Annual PWRL Board / Staff Function and shared a list of recommended speakers with the Board. The event is now scheduled for Tuesday, October 28th. The Board asked that Judith reach out to author Julia Cook and ask what she would charge to speak at the function. The Board will finalize details for the function at the September Board Meeting.
- BOARD MEETING DATES FOR 2025: The regular August Board Meeting will be held at 5:30 p.m. at the PWRL Onaga Branch Library on Wednesday, September 24, 2025.
- ADJOURNMENT: Alice moved that the Library Board Meeting be adjourned. Lela Riley seconded the motion and the motion carried. The Board Meeting was adjourned at 7:30 p.m.

Alice M. Hinck
Chairman

Peggy Adams
Secretary