

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, August 28, 2024 at the PWRL Olsburg Mini Library.
- CALL TO ORDER: Vice-Chairman Alicia Matson called the meeting to order at 5:36 p.m. Peggy Adams was Secretary. Others present were Board Members: Joan Johnson, Bill Flannigan, Lela Riley, Judith Cremer, Director, and Ashley Araiza, Assistant Director.
- Bill Flannigan moved to approve the meeting agenda, Lela Riley seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the July 31, 2024 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the August bills. Lela Riley seconded the motion and the motion carried.
- NCKL REP. REPORT: The NCKL Annual Meeting was held on Thursday, Aug. 22nd in Manhattan. Judith attended along with Ashely Araiza, PWRL's new Assistant Director. The Revenue Neutral Hearing for the 2025 NCKL Budget was held. Following the RNH Hearing a budget hearing was held for the 2025 NCKL Budget. The budget was subsequently approved. A System Board Meeting followed the budget hearing. The 2025 System Plan was introduced and approved. Changes to the Bylaws and NCKL Personnel Policy were presented and approved. A vote to elect new members to the NCKL Executive Committee was also taken. Following lunch a program was given by Sean Bird, current Kansas Library Association (KLA) President, speaking on the importance of Kansas Libraries.
- DIRECTOR'S REPORT:
- The PWRL booth at the Pottawatomie County Fair in Onaga won the grand champion ribbon in the open class category. The library was able to again distribute a large number of donated and withdrawn books to the public for free through our fair booth entry.
- Judith drove the van in both the Wabaunsee County and Pottawatomie County Fair Parades. Lori Beth Terrell, the Alma Branch Librarian, and Deb Osif the Alma Assistant Branch Librarian assisted with the Alma Parade on Saturday, July 27th. Jordan Abitz assisted with the Pottawatomie County Fair Parade, as well as the dismantling of the Library fair booth, on Sunday, August 4th.
- Judith reported that the Eskridge Branch Librarian had obtained bulbs from the Eskridge lumber yard and replaced a number of lights at that location. Many had been out of operation for more than two years. Two complete fixtures were completely

nonfunctioning. The building owner was notified of this fact by voice message and text. There has been no communication when or if the lights will be fixed.

- PWRL opened a new exhibit on the Berlin Wall at the PWRL St. Marys headquarters location on August 13. This was the anniversary date of the installation of the first barbed wire barriers that went up to divide Berlin on August 13, 1961. The opening was publicized and a partnership with the American Dream Car Museum in Manhattan allowed for the loan of a 1956 BMW Isetta. A similar car was used in an escape from East Berlin in 1963. The short video titled a Small Escape was also on display to document and dramatize the event for the exhibit.
- Beth Day, the editor of the Wamego Times, did a follow up story and editorial that ran in the Times following the opening. Staff hope to interest teachers and students at the schools in researching the cold war era. The exhibit will bridge the arc of time leading from the insulation of the first barbed war to the fall of the Berlin Wall on November 9, 1989.
- Judith attended a reception held at the PWRL Alma Branch Library on August 20th to dedicate a memorial bench for former patron Evelyn Zeckster. A memorial plaque honoring Evelyn was also purchased to attach to the bench. The bench was installed on the sidewalk adjacent to the parking area in front of the PWRL Alma Branch Library.
- Dori Simecka, the Parent Outreach Coordinator for USD 321 in St. Marys held a session of her Kids Café preschool event at the St. Marys Headquarters Library on August 20th. The theme was apples and she brought stocked multiple play stations throughout the library for kids to explore before they came together to listen to the storytime.
- The Kansas Rural Communities Foundation has announced a matching grant event that they will be sponsoring from Nov. 1 – Nov. 16. The library has a fund that is managed by the Kansas Rural Communities Foundation (KRCF) that was created with PWRL was raising funds for our major automation project. In order to be eligible to receive matching funds for donations given to the library through the foundation for this event we will need to convert the fund we have into an endowed fund. The KRCF requires endowed funds to maintain a balance of \$5,000. Any amount donated or earned from investments over that amount can be used as additional income to fill unmet needs at the Library. The Board agreed by consensus that PWRL should move forward and work with the Kansas Rural Communities Foundation by participating in the upcoming matching grant event with a goal to raise the funds needed to establish an endowed fund with that organization.
- The Wabaunsee County Revenue Neutral Hearing for the 2025 County Budget, which includes the library general fund and employee benefit fund, is scheduled for 10 am on Monday, Sept. 9th at the Alma courthouse. The Library has been asked to attend. Lela Riley indicated that she would be able to join Judith for this meeting.
- PWRL has a staff meeting scheduled for Friday, August 30th at the St. Marys Headquarters Library. Staffing, Statistics, and Inventory are topics on the agenda.

- UNFINISHED BUSINESS:
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday, August 16th. Dennis Miller, one of the Advisory Committee Members assisted with arranging with city maintenance staff to have a walkthrough of the building housing the St. Marys Headquarters Library on August 1st. Several repairs were completed following that meeting.
- The water fountain that had been out of commission since the first days of Covid was turned back on. Judith spent considerable time then to sanitize the fountain to get it ready for public use.
- A few bulbs were replaced in the reference room, but many more, including several complete fixtures, are still not operational.
- A large light fixture over the back door was replace and is now working.
- A dead tree was removed from the border beside the front door.
- The broken sidewalk between the back door and the storage shed was replaced. Concreate supports were poured under some downspouts at the same time.
- Judith consulted with the city administrator and got approval to go forward with the network upgrade project that PWRL has planned for the building housing the St. Marys Headquarters Library. This project will be funded in part through an application to the federal e-rate program.
- The St. Marys Advisory Committee group continues to be helpful in coordinating outreach and proگرامing efforts between the library and the community. Maria Drippe has recently been appointed as the new chair of the Committee.

- STAFF UPDATE: Ashley Araiza began work as the new PWRL Assistant Director on Monday, August 5th. She has been working on catching up with PWRL's statistical reports. This is her first PWRL Board Meeting.
- Alicia Unruh, who had been hired to fill the open PWRL Collection Manager position, notified Judith that she had accepted another position. The lack of health insurance for library employees was a deciding factor in this decision. Colette Goldade, the previous PWRL Collection Manager, was subsequently approached and has been rehired for this position. She has been missed and we are looking forward to her return.
- Melanie Smith, the St. Marys Branch Librarian is scheduled to leave the library to be married. Her last day is Sept. 20th. The St. Marys Branch Librarian position has been posted to several email job lists. The job listing will also run for two weeks in the Wamego Times and the Alma Signal Enterprise. Judith reported that she received one application from an exceptional candidate for this position. She was interviewed and offered the position but unfortunately did not accept.

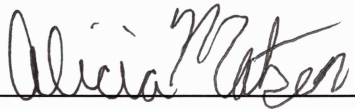
- E-RATE UPDATES: Judith updated the Board on the progress for filing annual E-Rate applications.
- PWRL's 472 e-rate forms required to request partial reimbursement for the cost of Internet Services provided to the Library from July 2023 – June 2024 were submitted on July 21, 2024. PWRL has been approved to receive a disbursement from e-rate for this

period amounting to \$7,606.48. These funds will be deposited into the PWRL Capital Improvement Fund under Previous FY-E-rate.

- PWRL's 486 e-rate forms were also submitted on July 21st signaling the start of the new e-rate fiscal year that runs from July 1, 2024 – June 30, 2025.
- PWRL's category 1 application for internet reimbursement has no changes in internet providers, costs, or speed at PWRL's eight locations for the 2024-2025 e-rate year.
- PWRL's category 2 application for network updates at the St. Marys Headquarters Library includes approval for network wiring and equipment with a total cost of \$25,145.50. E-rate will cover 70% of that cost amounting to \$17,601.85. PWRL will be responsible for the remaining 30% amounting to \$7,543.65.
- After discussion Bill Flannigan moved that the Board approved the transfer of the required 30% of the cost of PWRL's proposed category 2 network upgrade project for the St. Marys Headquarters Library from the capital improvement fund using amounts received from previous FY-E-rate. Lela Riley seconded the motion and the motion carried.

NEW BUSINESS:

- 2024 SUMMER READING / SUMMER FOOD STATS: Draft copies of the Summer Reading / Summer Food Statistics were distributed. Judith reported that she has received an extension on the deadline for reporting Summer Reading Statistics to NCKL and the State Library. Staff will have an opportunity to provide feedback on the stats reports at the upcoming staff meeting. Final copies will be sent to the Board for consideration at the September Library Board Meeting.
- INSURANCE: The final invoice for the 2024-2025 insurance package renewal. The amount is slightly over the insurance budget line amount. There will probably be one additional charge following the workers comp insurance audit. We are currently in the process of completing this audit and should have it submitted soon.
- BOARD MEETING DATES FOR 2024:
- The September Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL Harveyville Mini Library on Wednesday, September 25, 2024.
- ADJOURNMENT: The Board Meeting was adjourned at 7:30 pm.



Chairman



Secretary