

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, August 29, 2018 at the PWRL Alta Vista Mini Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director. Board member, Sue Jenkins, was present remotely via telephone.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE JULY 24, 2018 MEETING:** Nina Imthurn moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** All PWRL locations, plus Judith, received individual thank you cards from Catholic Charities thanking staff for all their work during this year's Summer Food Program.
- **REPORT OF TREASURER:** None
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:**
- NCKL Annual Meeting was August 2, followed by an NCKL Directors' meeting. Judith and Elizabeth attended both. NCKL is requesting that all Summer Reading Program statistics be submitted by August 31.
- Also discussed was the FCC's erroneous assumption that the entire US is covered by adequate cellphone coverage. In order to correct this assumption, especially in rural communities, Farm Bureau has created an app that individuals can use to measure the speed of their daily wireless connections and transmit that information which will then be forwarded to the FCC as documentation of the actual state of wireless networks across the county. Judith urged Board Members to add their personal data to this information gathering effort.
- A presentation was given by two staff members from Kansas State University's Hale Library. They discussed, first, the current condition of Hale after a large fire recently required its closure, as well as the steps that are being taken to restore the building and collections. The reopening date is undetermined at this time.
- The Hale Library staff also gave a presentation on concept of fake news and offered various online tools for evaluating news sources to determine authenticity of media stories.
- NCKL will be hosting a Storytime workshop on August 30. A number of PWRL Staff members are scheduled to attend including Melanie and Emily from St. Marys, Sallie from Onaga, and Joyce and Lorelei from Alma.
- **REPORT OF DIRECTOR:**
- The planned upgrade to the Internet connection speeds at Alta Vista, Eskridge, and Harveyville has been completed. The transition took hard work and persistence by Judith, Elizabeth, and NCKL technology consultant, Duane Mayer, and consumed the better part of July to successfully complete, but the 3 PWRL locations serviced by CenturyLink high-speed internet are finally connected at speeds of 10 MB. This will improve PWRL staff's ability to provide the best available service to patrons.

- Elizabeth is working on submitting the forms for reimbursement through ERATE for Telecommunication and Internet Services received by PWRL from July 1, 2017 – June 30, 2018. This will be the final year the Library will qualify for reimbursement on charges related to telephone services.
- Eskridge reported a ceiling leak on August 10 that needed to be repaired. John Whitaker, the building owner, was quick to get this fixed. He also replaced an additional 10 overhead light fixtures for a total replacement of 20 out of the 30 existing fixtures since he purchased the building in July 2017.
- A staff meeting was held on August 24, 2018. Staff discussed in detail the Summer Reading and Summer Food Programs and went over statistics. In the afternoon, the Staff participated in a hands-on workshop to clean and repair a variety of damaged library materials.
- Pottawatomie and Wabaunsee Counties have both published their 2019 budget information in their respective official county newspaper. Judith confirmed that the amounts each county indicate that they will be levying for library service is consistent with the 2019 PWRL Library Budget that was approved by the PWRL Library Board at their June 26, 2018 budget meeting.
- Susan Magnett, Onaga Assistant Branch Librarian and Westmoreland Substitute Librarian, has asked to eliminate her hours at Westmoreland effective November 1.
- Joyce Mathies, Alma Branch Librarian, has advised Judith that she intends to retire in the near future, but has not yet selected a retirement date.

- UNFINISHED BUSINESS:
- LIBRARIES ROCK- THE 2018 SUMMER READING PROGRAM: Judith shared photo books composed of many of the images captured at each PWRL location during this year's Summer Reading and Summer Food Programs.
- Emily Wildhaber, PWRL's liaison with Catholic Charities, wrote a very well received article about the Summer Food Program in St. Marys. The article was published in the Catholic Diocese's newspaper, The Leaven, and included photos of local children and quotations from St. Marys Branch staff, participants, and parents.
- Judith distributed copies of the four Summer Reading / Summer Food Program reports and provided a detailed overview of the information to the Board. Judith noted that staff work very hard to conduct a successful Summer Reading Program each year and she very much appreciates all their efforts to provide an important service to our communities. Board Members echoed their thanks to staff for hosting another great year of summer programming.
- It has been announced that the 2019 Collaborative Summer Reading Program theme will be "A Universe of Stories" celebrating the 50th anniversary of the U.S. moon landing.

- PROGRAMS AND PROMOTIONS:
- Sheila McKenzie, Bookkeeper/Secretary and Harveyville Mini Librarian, will be hosting a book and bake sale at the Harveyville Mini Library during the first weekend of September.
- Fall Storytime will begin on September 11 and will be held every Tuesday at 10:00 a.m. at all Branch locations including St. Marys, Alma, Eskridge, and Onaga. The Mini Locations will also be offering regular Storytime sessions.
- St. Marys High School Homecoming will be held on September 14. The Library will participate in the Homecoming Parade.
- September 15 is the date of the Olsburg Fall Festival. Wendi Rogers, Mini Librarian, will host an open house at the Olsburg Mini Library that day, offering crafts and socialization during the Festival.
- Alta Vista's Old Settlers' Day is September 22. Elizabeth and Alta Vista Substitute Librarian, Lori Beth Terrell, will represent the Library in the parade.
- The Kansas Library Association (KLA) annual conference will be held in Wichita October 24-26. Judith, Elizabeth, and the Branch Librarians are planning to attend.
- Kansas Reads to Preschoolers 2018 will be held the week of November 5. The book chosen for this year's one book – one state program is *Ten Pigs: an Epic Bath Adventure* by Derek Anderson.

- Starting in September the Onaga Branch Library will resume hosting programming for grade schoolers each Wednesday afternoon, followed by an offer of chess lessons for all ages from 5-6 PM for any interested parties.
- St. Marys' staff has been discussing the possibility of offering technology training to the public, but sessions have not yet been scheduled, as it's still in the planning phase.
- NEW BUSINESS:
- 2017 LIBRARY AUDIT: PWRL's required annual audit was done on July 27 and performed by Varney and Associates. Much of the requested information was sent electronically prior to the audit day to help streamline the process as much as possible. The auditor noted that there were no inaccuracies or areas of concern, and indicated that the library had a clean audit. Judith distributed official copies of the audit letter and audit report to Board members. After discussion, Sandie Jensen moved that the Board accept the 2017 Library Audit as presented. Pam Bales seconded the motion and the motion carried.
- POLICY UPDATE: Judith distributed draft copies of the suggested revisions to the Operations Part 2 policy section which included collections and Mini Libraries for the Board to review. Next month, a draft copy of suggested revisions to PWRL's technology policy will be sent out for the Board's consideration.
- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, September 26, 2018 at the Eskridge Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:32 p.m.



Chairman



Secretary