

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 25, 2024 at the PWRL Harveyville Mini Library.
- CALL TO ORDER: Vice-Chairman Alicia Matson called the meeting to order at 5:33 p.m. Peggy Adams was Secretary. Others present were Board Members: Lela Riley, Judith Cremer, Director, and Ashley Araiza, Assistant Director. Board Member Bill Flannigan joined the meeting via telephone.
- Lela Riley moved to approve the meeting agenda, Alicia Matson seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Lela Riley moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the August 28, 2024 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the September bills. Alicia Matson 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 and the budget was subsequently approved.
- Judith attended an NCKL Director's Meeting today. It was reported that there was a problem with the required publication notice for the NCKL Revenue Neutral Hearing in one of the eight counties covered by NCKL. The official newspaper in Marian County failed to publish the correct budget information leading up to the NCKL Revenue Neutral Hearing. There was not sufficient time to correct the error within the allowed timeframe. This means that NCKL will not be allowed to increase their 2025 budget beyond their revenue neutral amount even though the budget increase was presented and approved by their governing body. There is no provision in the law to correct or repair this error. NCKL will be forced to revise their budget for 2025 without the \$83,000 increase that was originally approved.
- NCKL is currently poised to separate physically and financially from Manhattan Public Library. In doing this they will take on independent responsibility for employee benefits and rental of office space. The major part of the proposed budget increases were intended to fund these new costs. It has not yet been announced what impact the required revision to the 2025 budget will have and how NCKL will manage the shortfall.
- DIRECTOR'S REPORT: A regular staff meeting was held at the St. Marys Headquarters Library on Friday, September 30th. Following the meeting most PWRL locations have begun a system wide inventory.

- NCKL Rotations were completed at Alma and Eskridge last week. St. Marys and Onaga received their rotation of new NCKL materials this week. Staff delete the records for the books that are being returned to NCKL as they prepare for a rotation. They must then add brief records for each of the new items they receive on the rotation. This means that there is a tremendous amount of activity during the rotation period.
- On Friday, September 20th staff began reporting problems with the Auto-Graphic Online Catalog. It was subsequently discovered that Auto-Graphics executed a massive update to the system. They sent out the regular notifications, but did not make it clear that the changes they were making would be so disruptive. The most drastic of the changes involved removing the ability to easily delete item records from the catalog. The removal of this basic function which is required to manage the catalog caused considerable outrage at all levels. We have still not completely recovered and continue to discover and communicate additional issues with the tech support people at Auto-Graphics.
- There have been rounds of sickness and absences at all PWRL locations. We have done our best to keep everything running but we continue to be chronically short handed.
- Judith filled in at Harveyville again on Saturday, Aug. 31st and September 21st. She took the opportunity while she was there to refinish the door logo. She also tried to repair some cracks in the door jam, but the success of this effort are a little questionable.
- A contractual Janitorial position that has been open at the St. Marys Headquarters Library since the spring was filled this month.
- A new volunteer at the St. Marys Headquarters Library who came to the Library through a diversion program has been very welcome. Several outstanding maintenance issues were addressed, and the extra hands were appreciated by staff working to clean up after several very busy storytime sessions.
- The Wabaunsee County Revenue Neutral hearing was held on Monday, September 9<sup>th</sup>. Lela Riley attended the meeting with Judith to represent the Board. There were some questions from the public, but none that were directed toward the Library.
- PWRL has been fortunate to partner with USD 321 at the St. Marys Headquarters Library for assistance with the fall preschool storytime. Dori Simecka, USD 321 Parent Outreach Coordinator, offered to manage the storytime. She has expanded her Play Café and added craft and sensory workstations throughout the library. The storytime is being offered each Tuesday morning from 9 a.m. – 11 a.m. Attendance has been good. There were 65 young children and 30 caregivers for the opening session on September 10th, and the numbers have remained high. The volume requires the involvement of all available staff. It has been a lot of work, but our kids and families seem to be really enjoying it.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: Bill Flannigan took the monthly information packets with Summer Reading Statistics and Storytime Flyers and pictures to the city for the St. Marys City Commission Packets on Friday, September 13th.

- St. Marys City workers made some needed repairs on the St. Marys headquarters building following the first walk through of the facility. Advisory Committee member Dennis Miller is planning a follow up walk through with the city department heads to discuss any outstanding issues.
- 2024 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.
- STAFFING UPDATE – EXECUTIVE SESSION: Peggy Adams moved that the Board go into executive session for up to 15 minutes with the Board, Assistant Director, and Director present, to discuss non-elected personnel. Lela Riley seconded the motion and the motion carried. The Board went into executive session at 6:24 p.m. and came out at 6:39 p.m. Peggy Adams moved that the Board go back into executive session executive session for another 15 minutes with the Board, Assistant Director, and Director present, to discuss non-elected personnel. Bill Flannigan seconded the motion and the motion carried. The Board went into executive session at 6:40 p.m. and came out at 6:55 pm.

#### NEW BUSINESS:

- NCKL CONTRACT: After discussion Peggy Adams moved that the Board approve the 2025 NCKL contract and allow the appropriate officers to sign. Lela Riley seconded the motion and the motion carried. The terms and cost of the current contract will be maintained in the new contract.
- POLICY UPDATE REVIEW SCHEDULE: There are a number of library policies that are in need of review. Judith proposed that she prepare some drafts and include them with the October Board Packet for the Board to consider and discuss at the October 29th Board Meeting. Action on any policy additions or revisions can then be taken at the November 26th Board Meeting. The Board agreed by consensus to follow this schedule.
- E-RATE – NETWORKING PROJECT: Judith has been working with Wamego Telco to make arrangements for the planned network upgrade at the St. Marys Headquarters Library. The final details that include the position and number of network drops still need to be worked out. Work on this job is scheduled to begin during the first week of October.
- HEALTH INSURANCE – UPDATE: Judith communicated again with the Wabaunsee County Clerk about the question of Health Insurance for Library employees in the lead up to the Wabaunsee County Revenue Neutral Hearing. She was referred to the Wabaunsee County Insurance Jobber and supplied them with details on PWRL's full time employees who would be eligible to participate in a potential Health Insurance Plan.
- Judith consulted with NCKL and obtained contact information for the coordinator of the statewide non-state employee insurance plan. PWRL would be eligible for this Health Insurance option but there are several requirements that may make it difficult for the

Library to participate. The plan offers a large amount of options for employees and employee rates appear to be reasonable for a single person plan. The employer rates are significantly steeper. There is a 3 year commitment requirement, and 70% of eligible employees must participate in the plan in order to retain the program.

- After discussion the Board asked that Judith follow up on the state-wide plan and confirm that all the preliminary details are correct and applicable to the Library.
- KLA CONFERENCE – WICHITA – OCT. 30, 2024 – NOV. 1, 2024. Judith will be attending the Kansas Library Association Meeting in Wichita at the end of October. Jordan Abitz, the Onaga Branch Librarian, will accompany her. Other staff members had commitments for various Halloween celebrations which conflicted this year with the schedule for KLA. Judith has submitted applications for NCKL Continuing Education Grants. If approved PWRL will receive \$500 to reimburse the library for the cost of this year’s conference registration.
- BOARD MEETING DATES FOR 2024:
- The October Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL St. Marys Headquarters Library on Tuesday, October 29, 2024.
- ADJOURNMENT: The Board Meeting was adjourned at 7:13 pm.



Chairman



Secretary