

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 27, 2023, at the PWRL Eskridge Branch Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:38 p.m. Peggy Adams was Secretary. Others present were Board Members: Paulette Simecka, Alice Hinck, Alicia Matson; Judith Cremer, Director, and Rain Schultz-Pruner, Assistant Director; Bill Flannigan was also present. Patty Knudson, Eskridge Branch Librarian, was present for the first 20 minutes of the meeting.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Paulette Simecka moved that the Board approve the consent agenda as presented, including the adoption of the meeting agenda, approval of minutes of the August 29, 2023 meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of bills. Alicia Matson seconded the motion and the motion carried.
- NCKL REP. REPORT: NCKL held their annual meeting in person at the Manhattan Public Library on Thursday, August 24, 2023. NCKL's next meeting will be held on October 19, 2023. The next NCKL Directors meeting is scheduled via Zoom and on Friday, October 6, 2023.
- PWRL, as a contracting library, is not eligible for the majority of the NCKL grant opportunities with Continuing Education grants being the one exception. PWRL has for many years submitted NCKL Continuing Education Grant requests for the four Branch Librarians to reimburse the Library for the registration cost to attend the Kansas Library Association annual conference. Through the years NCKL traditionally allowed additional funds for staff training at each PWRL location. This was done in the interest of maintaining qualified library staff throughout the region. This support in quality goes beyond the benefit of local patrons to regional and statewide services as a whole.
- Last year, along with many other administrative changes, NCKL implemented a policy that included a \$500 per library limit on continuing education funding. They have chosen to apply this limit and discontinued the previous practice of supporting staff education equally at PWRL multiple locations. Increases in the KLA conference registration costs makes this decision difficult for the library, but the value in knowledge gained and connections made still far outweigh the costs of attendance.
- DIRECTOR'S REPORT:
- The Pottawatomie County financial Administrator sent confirmation following the Pottawatomie County Revenue Neutral Hearing that PWRL's 2024 Library Budget had been approved.

- The Wabaunsee County Clerk confirmed that the Library was also included in the Wabaunsee County Revenue Neutral Hearing held on Monday, Sept. 11, 2023. No issues with the Library were reported following that meeting.
- Judith and Genevieve are working to get the final documents requested by the auditor submitted for the required 2022 Library audit. The deadline is Friday, Sept. 29th and three questions remain to be answered.
- PWRL has one committed ECF funding application awaiting reimbursement. The reimbursement request that was submitted in August received numerable received significant challenges form ECF reviewers and was eventually denied. The library has been advised to submit a supplemental post commitment request to change the invoicing time from one time to month to a month-to-month method. The library is now being told that reimbursement funds can only be requested after the month during which we received the hotspot data has passed even though we were required to pay for the data in full prior to the start of service. The post commitment request has been submitted and we are now waiting for confirmation and instructions on how to proceed.
- Outstanding repair issues at the Eskridge Branch were discussed by the Board. A list of necessary repairs was provided to both the previous and current building owners prior to the renewal of the current lease agreement. Foremost on the list is a chronically leaking roof. Other issues include damaged ceiling tile and walls that need to be repainted, non-functioning lighting fixtures, debris remaining from the water break at the beginning of the year, and deteriorated window tinting on one of the plate glass windows at the front of the building. Judith told the Board that she would continue to try to contact the building owner and get a timeline worked out for the completion of the repairs.
- After a break during the annual Summer Reading Program all PWRL locations are working on re-establishing the regular rotation of materials between the four branch libraries and their mini library rotation partner. PWRL has made a commitment to the each of the communities served by the mini libraries. Part of that commitment is a promise insure that a desirable selection of current books and other materials are always available for checkout. The only way to consistently maintain that standard is to regularly bring in new materials and take out items that have been on the shelves for a set period of time.
- The regular rotation schedule requires removing and replacing a full section of the collection, including junior non-fiction and adult non-fiction, adult fiction, adult large print, junior easy, junior fiction, young adult fiction, and DVDs., every six months. This is a very labor intensive process, but the result is an always updated collection at each mini location, and the assurance to the branch libraries that new and desirable materials will not be sent out and not returned for an indefinite period of time during which their patrons loose immediate access to the materials.
- The annual KPERS fall workshop was held at the Topeka & Shawnee County Public Library on September 19th. Judith and Genevieve attended.
- NCKL notified PWRL that there had been some mix-up on the Baker & Taylor ordering portal. The 38%-40% discounts that are usually applied to our book orders were not

working. We were told to wait until this was corrected before we place any new orders with this vendor.

- EXECUTIVE SESSION: Pam Bales moved that the board go into executive session for 20 minutes, with the Board, the Director, the Assistant Director, and Bill Flannigan, present to discuss non-elected personnel matters. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session 6:16 p.m. The Board came out of executive session at 6:36 p.m. No action was taken.
- UNFINISHED BUSINESS:
- ST. MARYS - ADVISORY COMMITTEE: Bill Flannigan, representing the St. Marys Advisory Committee, presented the Board with an update. The committee started with the question does the PWRL St. Marys Branch Library contain children's books that include LGBT subjects. To answer this question the committee searched PWRL's online library catalog and looked for any books that listed the following subjects: LGBTQ, Gay, Transgender, Lesbian, Bisexual, and Queer. Books classified in the adult collection were omitted from search results, as were material in the digital collection. The catalog was searched multiple times July and August. Results were compiled and shared with Advisory Committee Members. In total there were 15 books across all categories that fit the defined search criteria. Details about the purchase and circulation history for the items on the results list was shared by library staff, and some materials were reclassified to the Adult collection and/or moved to other locations.
- As of the September 22, 2023 Advisory Committee meeting there were 9 items remaining on the compiled list that fit the original search criteria. Committee Members divided these titles and have committed to read and review the material. Library staff will continue to work with the committee as they work through this process.
- Judith noted that she has continued to send monthly information for the St. Marys City Commission meeting packet including a letter, library statistics, and copies of the new book list. The request by the Advisory Committee asking that the St. Marys City Commission appoint a point of contact to work with the Advisory Committee in order to improve communication was sent to be included in several packets, but no response has been received. We heard that the lease agreement for the building housing the St. Marys Headquarters Library would be discussed in October, but that has not happened yet.
- 2023 SUMMER READING / SUMMER FOOD PROGRAM STATS: Multiple statistical reports providing insight into the activity generated at all PWRL locations during the 2023 Summer Reading / Summer Food Program were shared with the Board. A new infographic page that graphically illustrates the volume of services and materials provided to patrons during the annual reading challenge was also distributed.
- PROGRAMS AND PROMOTIONS: The library was able to partner with Jerlyn Ramirez, a local astronomer and St Marys resident, for two days in September. Jerlyn borrowed a digital planetarium from Fort Hays State University and presented successive 30 minute

programs featuring digital constellations and multimedia video. USD 321 bussed all students K-6 and their teachers to the library to view the programs on the first day. On the second day the programs were opened to the public and marketed and attended by many local home school children and families. The venture was a huge success with the community.

- PWRL received 2,000 eclipse glasses provided through a grant this week. The library will be working with schools and other local groups to distribute the glasses to the public prior to the annular eclipse that will occur on Oct. 14th.
- Library staff have been coordinating with the schools to prepare for their annual Halloween parades. Some locations will also be working with local groups that are organizing Trunk or Treat events for Halloween. The Library will have laminated PWRL bookmarks with seasonal themes and with candy attached to distribute to the kids.
- Library staff will drive in the St. Marys homecoming parade on Friday. Staff will decorate the van and we have candy to throw to the kids.

- NEW BUSINESS:
- KLA CONFERENCE – WICHITA – NOV. 1-3, 2023: The Director, Assistant Director, and four Branch Librarians will be attending the annual Kansas Library Association Conference to be held in Wichita at the beginning of November. Judith told the Board that she would again be searching for an Airbnb property that will accommodate all the staff attending the conference. The cost for multiple individual rooms at the conference hotel would very likely be twice the amount of an Airbnb rental.

- BOARD MEETING DATES FOR 2023: The October Library Board Meeting will be held on Wednesday, October 25, at 5:30 p.m., at the PWRL St Marys Branch Library. The November Library Board Meeting will be held on Wednesday, November 29, at 5:30 p.m. at the PWRL St Marys Branch Library. There is no Board meeting scheduled in December.

- ADJOURNMENT: Alicia Matson moved that the meeting be adjourned. Paulette Simecka seconded the motion, and the motion carried. The meeting was adjourned at 7:55 p.m.



Chairman



Secretary