

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 28, 2022, at the PWRL Westmoreland Mini Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:33 p.m. Joan Johnson was appointed to act as Secretary for this meeting. Others present were Board Members: Alicia Matson, Paulette Simecka, and Alice Hinck who joined via telephone; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Pat Weixelman, Pottawatomie County Commissioner.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Paulette Simecka seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE AUGUST 31, 2022, MEETING: Pam Bales moved that the minutes be approved as presented. Alicia Matson seconded the motion, and the motion carried.
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds amounting to \$6,333.04 from Wabaunsee County. Of that amount, \$5,719.89 was allocated to the General Fund and \$613.15 was allocated to the Employee Benefits Fund.
- Two checks, totaling \$54,523.80, were received from the Hartford insurance company to cover the expense of moving the contents of the PWRL Alma Branch Library to and from offsite storage after the ceiling collapse on July 22, 2022. The funds will be deposited as miscellaneous revenue and used to reimburse the amounts charged to the Library to pay contractor labor, purchase boxes to box and move the collection, and any other necessary expenses to complete this process.
- CORRESPONDENCE AND COMMUNICATION: None.
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve the bills as presented. Joan Johnson seconded the motion, and the motion carried.
- NCKL REP REPORT: Judith reported that the NCKL 2023 Budget Hearing was held via Zoom on Sept. 20, 2022. NCKL had to reschedule this hearing because they originally planned to also hold a revenue neutral hearing, per statutory requirement, and failed to provide the required notification to voters the first time around. It was subsequently

discovered that the 2023 NCKL Budget would not increase enough to require a revenue neutral hearing after all.

- NCKL hosted a Storytime Workshop for staff at NCKL Member Libraries on Friday, Sept. 16th. Melanie Smith, St. Marys Branch Librarian; Colette Goldade, PWRL Collection Manager; Lori Beth Terrell, Alma Branch Librarian; Jordan Abitz, Onaga Substitute Librarian; and Shelby Curry, Mini Librarian / Route Driver, all attended this session. Preschool Storytime is scheduled to re-start at all PWRL location in September.
- NCKL will be hosting a special Necessary Knowledge workshop in person on Oct. 14<sup>th</sup>. Judith and Rain would normally attend, but ongoing work at the Alma Branch Library may interfere with attendance this year.
  
- DIRECTOR'S REPORT:
- Judith reported that Baker & Taylor, PWRL's primary book vendor, was finally back up and running after a cyber-attack took down the functionality of their website for a number of weeks. Once the website was available again PWRL immediately placed an order that included almost 900 new books. Several shipments have already been received and staff are working hard to get them cataloged, processed, and out on the shelves for patrons to enjoy.
- Judith reported that several of the library employees attended a Statewide Interlibrary Loan workshop on September 15<sup>th</sup> in Topeka. Melanie Smith, the St. Marys Branch Librarian, Lori Beth Terrell, the Alma Branch Librarian, Patty Knudson, the Eskridge Branch Librarian, and Judith were all in attendance.
  
- UNFINISHED BUSINESS:
- LIBRARY STAFFING: Although several people have asked for applications for the open Bookkeeper / Secretary Position, and the position has been extensively advertised, a replacement has not yet been found. In the meantime, Judith has taken on the payroll and bookkeeping duties for the Library until a qualified candidate can be hired to fill the position. She told the board that although she is very knowledgeable about the manual bookkeeping system, she is less familiar with operating the accounting software. This has resulted in a steep learning curve and many late nights at the Library. Judith reported that she worked a total of 390 hours in September, time that included taking care of regular library business, planning, and organizing the recovery efforts at Alma, and learning the full details of the monthly accounting cycle. Jennifer Lund, the bookkeeper for NCKL / MPL was good enough to spend part of a day to help Judith get a handle on some finer points of the accounting process.
- As the only exempt employee at the Library, the Director is paid a set monthly salary and is not eligible to accumulate compensatory time or receive additional pay for any

time over 40 hours worked in a week. Library policy states that an employee in an exempt position may be required to work beyond 40 hours in a work week but whenever possible additional hours may be taken off at other times to keep the total hours worked each week within reason. Judith reported that the new bookkeeping duties have required her to work beyond what is reasonable for uncompensated time. In addition to the above she is also covering the open service hours each Saturday at the PWRL Harveyville Mini Library, as this position also became open when Sheila McKinzie left employment with the Library on August 25, 2022.

- After discussion, Pam Bales made a motion to allow Judith to continue to fill the interim Bookkeeper and Substitute Librarian position at Harveyville. She will be paid the salary budgeted for each of these positions, in addition to her current salary as Director. Compensation will be paid from September 1, 2022, when she assumed full responsibility for these positions and will continue month to month until the Library can fill the openings. Alice Hinck seconded, and the motion carried.
- **E-RATE & INTERNET CHANGES:** PWRL applied for both category 1 reimbursement for Internet connection costs and category 2 support for the purchase of wireless access points and network installation for the 2022 – 2023 funding year. The category 1 internet connection funding was quickly approved. The category 2 application has been more difficult. By the time the funding application was approved the wireless access points that had been requested were no longer available from our provider. This has required the library to complete a series of service substitution requests to gain approval for the purchase of different but comparable equipment. These service substitution requests are still pending and until we get approval the Library can't move forward with purchasing the equipment and scheduling the installation of the external wireless access points at each of PWRL's eight locations. We will continue to monitor the request and follow up with e-rate to move this project forward.
- **ALMA BRANCH LIBRARY – RECOVERY EFFORTS:** Judith reported on the progress of the recovery efforts at Alma. The basic repair to the building was quickly completed, foam insulation was used to completely seal the roof, painting and repairs to the interior have also been finished. The main concerns are some problems with the application of the new carpet squares and a delay in the installation of critical electrical and internet wiring. These issues have made it very difficult to create a timeline for moving furniture and books back into the building. It is difficult to start a conversation with potential volunteers who might be able to help with this move when we can't with any certainty estimate when these issues will be resolved so that we can start the move back into the building.

- Judith told the Board that she had submitted information to the WB Co. Economic Development Office to be used in a County Wide Grant SEED Grant Application. The timeline for the application was very short, but she was able to include requests for some furniture and equipment to replace and upgrade what was lost at the PWRL Alma Branch Library due to the ceiling collapse.
- LEASE AGREEMENT – ST. MARYS: Judith told the Board that she has had no communication from the City of St. Marys about the renewal of the Lease agreement. Matt Childs, the St. Marys City Council member who recently introduced the idea of including additional wording in the Library Lease Agreement that would require the Board to agree to limit access to selected information and material has requested to meet with Judith but has not yet followed up on a meeting.
- MATERIALS REVIEW COMMITTEE – BOOK CHALLENGE: Judith reported on the status of the book challenge and the Materials Review Committee. Bill Flanagan, a lifelong and well-respected resident from St. Marys, agreed to serve on the committee as the local representative. The committee met on Sept. 15th and after a long deliberation agreed that the book *George* by Alex Gino should not be removed from PWRL's Collection. The book's nomination to the William Allen White Children's Book Award Master List, in addition to many other awards and many positive reviews, formed the basis for this decision. The committee left the task of crafting a written response to the patron who had concerns about the book to the Judith, who shared various drafts with other committee members to create a final version. The response letter was read to the board and approved by consensus.
- ONAGA BRANCH LIBRARY – BATHROOM & PLUMBING PROBLEMS: Judith reported that the issues with the plumbing at the PWRL Onaga Branch Library are still ongoing. The building has not had running water since August 18th. The initial fear that clay pipes had collapsed beneath the building proved to be incorrect. A camera scope discovered that the pipes had actually collapsed in front of the building beneath the sidewalk. Unfortunately, the responsibility for repairing this collapse still falls on the building owner even though the problem is in the city right of way. Thankfully the café next door has been allowing our employees to use their restroom until the plumbing situation can be resolved.

- **NEW BUSINESS:**
- **PROGRAMS & PROMOTIONS:** Judith reported that all PWRL Libraries have been working on fall programming ideas. Preschool Story time has begun at all locations, and staff is busy making bookmarks with candy that they plan to distribute to the school kids during fall festivals and Halloween costume parades. Each location is also looking forward to Kansas Reads to Preschool events planned for November. Staff is currently working on Story Walk Posters to accompany the Kansas Reads book selected for 2022, *Not a Box* by Antoinette Portis.
- **BOARD MEETING DATES FOR 2022:** The next Library Board Meeting will be held on Tuesday, Oct. 25, 2022, at the PWRL St. Marys Headquarters Library, and is scheduled to start at 5:00 p.m.
- **ADJOURNMENT:** Pam Bales moved that the meeting be adjourned. Paulette Simecka seconded the motion, and the motion carried. The meeting was adjourned at 7:56 p.m.



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Chairman



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Secretary