- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Sep. 30, 2026 at the PWRL Westmoreland Mini Library.

- CALL TO ORDER: Chairman Alice Hinck (via telephone) called the meeting to order at 5:35 p.m. Lela Riley acted as Secretary. Others present were Treasurer Bill Flannigan, Board Member Peggy Adams (via telephone), Alicia Matson (arrival at 5:39), Terry Force, Pottawatomie County Commissioner, Judith Cremer, Director and Jaema Bordelon, Assistant Director.

- PUBLIC COMMENT: None.

- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda as presented. Included was the approval of minutes of the August 26, 2026 board meeting, correspondence and communication, report of the treasurer, approval of the August financial reports and payment of the September bills. Lela Riley seconded the motion and the motion carried.

- REPORT OF THE TREASURER: Treasurer Bill Flannigan reported that the library received an Ad Valorem check from Wabaunsee County for $9,830.09. Of this check, $8,400.85 is for the general fund and $1,429.24 is for the employee benefits fund.

- NCKL REP. REPORT: The NCKL Directors meeting was held online via ZOOM on Sept. 30. Judith attended and noted there was a discussion of a recent increase in book challenges in Kansas libraries.
- NCKL continuing Education Grant – Applied for funds to reimburse the cost of the KLA Conference registration fees for Hallie Hatfield, PWRL Alma Branch Librarian and Tammy Biswell, PWRL St. Marys Branch Librarian. PWRL has received confirmation that the maximum amount of $500 has been approved.
- KLA Continuing Education Grant. Applied for a $400 Continuing Education Grant to reimburse for the cost of KLA Conference registration and travel fees for Jordan Abitz, PWRL Onaga Branch Librarian. This application is currently pending.

- DIRECTORS REPORT: Jaema Bordelon has been hired as the new PWRL Assistant Director. She started her position with the library on Monday, September 28. Judith plans to have her continue training on the library side before starting to work on bringing technology up to date, updating the library website and many other tasks that have been delayed while this position was open.
- Kasey Pashman has been hired as the new full time Assistant Branch Librarian at the PWRL St. Marys branch. Her first day was on Tuesday, September 15. Kasey has had some previous library experience. She has good customer service skills and a helpful attitude and Judith believes that will make her a good fit at the St. Marys branch.

- Veronica Lynch has been hired as the PWRL Alma Assistant Branch Librarian. She started on Tuesday, September 1. Veronica has an extensive background in office and business work. She will be good addition to the Alma Branch team.
- There was a staff recognition party on August 28 for Lori Beth Terrell, PWRL Alma Branch Librarian, who retired at the end of that month. A public retirement party was also held for Lori Beth at the PWRL Alma Branch Library on Monday, August 31. A mix of staff, patrons, and community members came to the event amounting to a total attendance of 137 people.
- Hallie Hatfield has had a smooth transition into her role at the new PWRL Alma Branch Librarian. She has a good knowledge of the library world and is picking up PWRL procedures quickly.
- Jordan Abitz, the PWRL Onaga Branch Librarian, had her first book "The Magic of Light" selected as one of the 15 titles on the 2026 Kansas State Library Notable Book List. The award ceremony for authors of books on the Notable Book List was held on Friday, Sept. 25. Jordan also had a booth at the Kansas Book Festival, which was held at Washburn the following day. This experience gave her the chance to interact with other notable book list authors, state library staff, and an opportunity to reach thousands of Kansas readers.
- PWRL usually applies an annual Kansas Notable Book grant from Kansas State Library. The money from this grant is intended to reimburse for the cost of purchasing books on the Kansas notable book list. Due to a timing issue PWRL will not qualifying for the Kansas Notable Book Grant this year, but we will try again next year.
- On September 25, the power at the St. Marys library was out until noon. The staff focused on training, cleaning and organizing and opened back up to the public when the lights came back on.
- There have been several incidents with a young patron at the PWRL St. Marys Branch. The problems have to do with behavior issues and may develop into a violation of the PWRL Patron Code of Conduct. Library staff will continue to monitor the situation and will actively work with the child's parents and the school to find solutions to any problems that occur. The Library will continue to provide a safe and welcoming environment, but we need the parents to take a leading role in managing any inappropriate behaviors.
- PWRL continues to have problems with the Gusto payroll management system. A goal was set to slowly transition all PWRL staff to a time clock. This transition started with moving any full time staff who have expended all leave time to the time clock. Then as full time positions were filled, the plan was to start these new people on the time clock from the beginning. There are problems with this plan however because it requires moving these staff members to a different pay cycle which is not consistent with reporting requirement for the KPERS statewide retirement system. There is also an issue with tracking overtime compensation for full time/ 40-hour staff on the time clock. Time and a half comp time has to be figured manually outside of the time clock because Gusto does not support this calculation. The consensus was to keep all full time staff on

the monthly accounting cycle and off the time clock as long as they have not expended all their leave time balances.

- The PWRL St. Marys Branch held the second after school STEM club program last week. Attendees continued to learn how to programmed SPHERO robots. The kids were excited and engaged during both offered sessions.
- PWRL had an opportunity to collaborate with five other local libraries to host the Kansas Reads to Preschoolers author, Stephanie Brinkley, to do a program based on her book Lightning Bug Jamboree. This special program with be held at 3 p.m. on Wednesday, November 18. The group rate for the program is $250 and it will paid for by miscellaneous donations. PWRL will not have to provide lodging, or travel expenses.
- The PWRL St. Marys Branch held a moon viewing on Thursday, September 19 to celebrate International Observe the Moon Night. Local Astronomer Jerlyn Rameriz hosted the program and provided multiple telescopes for the public to use. 48 people attended the program.
- PWRL received the native plants provided by the Plant a Prairie Grant. Children attending the storytime session on Sept. 21 took part in planting as part of their weekly storytime activity.
- Fall storytime sessions have been scheduled at both Alma and Eskridge each Tuesday at 10:00 AM.
- The PWRL Alta Vista Mini Library is working out details of a preschool story time – need to explore other partnerships.
- The Kansas Rural Communities Foundation match event is scheduled for Wednesday, October 28. Genevieve and Colette have agreed to set up a table to represent the library. Judith believes that the best use of the funds will be to put them towards a replacement vehicle for the library van. The goal is to buy a new vehicle rather than a used one.
- The PWRL Branch Librarians, along with the Director and Assistant Director, will travel to Wichita for the Kansas Library Association annual conference from October 28 – 30. Local staff are being schedule to cover the service hours all locations while they are gone.
- Judith gave a summary of the PWRL Eskridge Branch Library roof top parapet wall that collapsed on July 22, 2026. The rubble was removed on July 23. The library was closed as the roof top parapet wall was repaired on August 28. On September 4, the library was closed as the rafters were repaired, interior rubble was cleared, and the lighting in the back storage area was fixed. The plan in the future is to install a second door inside the storage area to increase insulation and prevent the pipes from freezing. There is also a plan to replace the back door so that there is no longer a need for interior bars to be used.
- The side door at PWRL Alma Branch Library is deteriorating. After inspection staff from the pest control service recommended that it be replaced to prevent insects, lizards, and snakes from getting into the building. Staff will consult with the Alma Area Foundation who own the building and discuss next steps.

- Judith reported on the awning installation at the PWRL Onaga Branch Library. The building owner decided to go with a wood frame awning. PWRL received a $2,600 grant from the Caring Community Foundation that can be put toward the cost of the awning. Construction on the awning is planned for Oct. 8 and 9. The PWRL Onaga Branch Library will be closed on the Oct. 9 to accommodate construction.

- UNFINISHED BUSINESS:
  ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday September 12, 2026.
- Sent St. Marys event flyers to St. Marys city commission for meeting packet.
- Judith gave the Advisory Committee an update on upcoming events and an overview of library activities.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, October 16.

- 2027 LIBRARY BUDGET:
  The Revenue Neutral 2027 Hearing and 2027 Budget Hearing at Wabaunsee County was held on Monday, September 14. Judith attended to represent the library. There were no questions for library. She was thanked for her willingness to attend and her preparedness for answering taxpayer questions.

- BOARD MEMBER POSITIONS: Judith told the Board she is still working on recruiting someone to fill Position 1 from the Olsburg area on the PWRL Library Board of Trustees.

  NEW BUSINESS:
- NCKL CONTRACT: A copy of the 2027 NCKL Contract was included with the monthly Board Packet. The Board, as part of the 2026 budget process, approved PWRL's 2026 NCKL Contract. The NCKL System Board confirmed the contract at the NCKL annual meeting in August. The final contract was now presented to the PWRL Board President for signature.

- LIBRARY AUDIT: The Audit Report showed a clean audit. There were no transaction lacking authoritative guidance on consensus. The financial statements were recognized as neutral, consistent and clear.
- Bill Flannigan moved that the Board approve the 2025 audit reports as presented. Lela Riley seconded the motion and the motion carried.

- BOARD / STAFF FUNCTION: The Board / Staff function is scheduled to be held at St. Marys at 5:00 p.m. on Tuesday, Oct. 27, prior to the regular October Board Meeting. As per the Board's recommendation, the Branch and Mini librarians were asked to help plan the Board / Staff function. The overall goal of the event is to improve team work and facilitate team building so is the priority. Invitations were sent out this week to staff and board members.

- BOARD MEETING DATES FOR 2026: The regular October Library Board Meeting will be held after the Board/Staff function at 7:00 p.m. at the PWRL St. Marys Library on Tuesday, October 27, 2026.

- ADJOURNMENT: The Board Meeting was adjourned at 7:09 p.m.

Alice M. Hinck
Chairman

Peggy A. Adams
Secretary