

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 30, 2016 at the St Marys Headquarter Library.
- CALL TO ORDER: Vice-Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Paulette Simecka and Sandie Jensen; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Peggy Adams moved that the agenda be adopted as amended. Sandie Jensen seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE OCTOBER 26, 2016 MEETING: Linda Tessendorf moved that the minutes be approved as corrected. Peggy Adams seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: The Library received ad valorem funds amounting to \$11,294.00 from Pottawatomie County. Of that amount, \$9,861.00 was allocated to the General Fund and \$1,433.00 was allocated to the Employee Benefits Fund. To date, a total of \$1,370.28 in ad valorem tax funds remains to be paid by Wabaunsee County. \$1,188.84 of that will be placed in the General Fund, and \$181.44 will be placed in Employee Benefits.
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
  - Judith will attend an NCKL Executive Board Meeting in Manhattan tomorrow, December 1.
- REPORT OF DIRECTOR:
  - A staff meeting was held on November 18th. Judith took this opportunity to provide staff with a full tour of PWRL's eight locations. Seven staff members including Judith; Deborah Eichen, Processing Consultant; Sheila McKinzie, Bookkeeper; Melanie Smith, St. Marys Branch Librarian; Jan Brown, Eskridge Branch Librarian; Ivy Rash, Onaga Branch Librarian; and Joyce Mathies, Alma Branch Librarian participated in order to explore all locations, share ideas, and evaluate potential resources. Staff started in St. Marys and drove a total of 193 miles across both counties as they visited Onaga, Olsburg, Westmoreland, Alma, Alta Vista, Eskridge, and Harveyville. While in Alma, the staff enjoyed lunch at the Farmacy restaurant, and they made it back to St. Marys before 5 PM, where Elizabeth and Caitlin were staffing the library.
  - Melanie Smith, previously the Assistant Branch Librarian at St. Marys, has been hired as the St. Marys Branch Librarian. Her first day in her new position was November 7th.
  - With the full-time Assistant Branch Librarian position open because of Melanie's promotion, the Library has rehired Colette Goldade to fill this position. Colette was previously the part-time Assistant Branch Librarian at St. Marys, but had left to pursue another job in August of this year. The library is excited to welcome Colette back on December 9th.
  - Judith has received an application from a qualified candidate for the open Collection Development position. Judith will be contacting the candidate to attempt to set up an interview.
  - The Department of Labor's new rules for exemption status under the Fair Labor Standards Act scheduled to go into effect December 1<sup>st</sup> has been put on hold due to a pending court case. In order to ease transition, the Library has decided to move forward with re-classifying the two positions that would

no longer be eligible for exempt status under the original ruling. The Assistant Director and the Collection Development positions will be moved from Exempt to Non-Exempt status on January 1, 2017. This change will allow the library to remain compliant should the new rules clear the courts and be implemented.

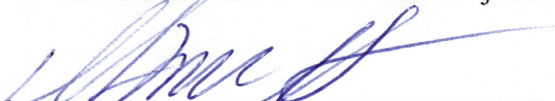
- KPERS sent a notification that due to a change in the long-term assumed investment rate of return, employers should anticipate future increases in the employer contribution rates.
- A clerical error on the ERATE 472 reimbursement forms for the period covering July 2015 – June 2016 has delayed disbursement of funds from five telecommunication and internet providers. Elizabeth has taken the appropriate steps in order to file an appeal and is awaiting the decision from the Universal Service Administrative Company that oversees the ERATE program for schools and libraries.
- Judith informed the Board that per a previous suggestion, PWRL's Library board minutes are now available on the library website at <http://www.pottwab.org> once they have been approved by the Library Board.
- UNFINISHED BUSINESS:
- WESTMORELAND SERVICE HOURS:
  - On October 27, Judith met with two volunteers at the Westmoreland Mini Library to tape candy to bookmarks for the Halloween event planned for that location. 170 flyers announcing the event were previously disseminated to Westmoreland Elementary students in their take home folders. Three volunteers subsequently read Halloween stories at the event held on Monday, October 31st. Total attendance for the event was 14 adults, 17 children, and 7 teenagers.
  - The Westmoreland community holiday event is scheduled to take place on Saturday, December 3rd. The Westmoreland Mini Library will host its Holiday Open House that day from 2:00-6:00 p.m. Wendi Rogers, Mini Librarian/Route Driver, will travel to Westmoreland to supervise the event. The library will provide crafts and a raffle. The Westmoreland Library Committee will provide cookies and cider. The Committee initially volunteered to help decorate the library on December 1, and Wendi agreed to stay late in order to assist, but there is currently some question about the committee's plans for this meeting date. Sallie Force, the Westmoreland substitute librarian, has already done some decorating though, so we should be ready for the open house regardless.
  - Westmoreland library staff has continued to track attendance and patron use time at the Westmoreland Mini Library location on Mondays and Thursdays. The totals for attendance September 5-November 28, 2016 has been as follows: Mondays 10:00 AM-3:00 PM (86); Mondays 3:00-6:00 PM (75); and Thursdays 3:00-7:00 PM (95); for a total of 256 patrons. On only 5 days of the 25 days tracked, did a patron visit the library past 6:00 p.m.
  - Sallie Force, the Westmoreland librarian who works Thursday evenings, has informed Judith that she is not going to be able to work past 6:00 PM on Thursdays after the extended service hour trial period ends December 29th. After discussion and review of the patron attendance statistics gathered during the trial period, the Board by consensus agreed to extend the trial period for additional hours at Westmoreland with an adjustment in the service hours on Thursdays to 2:00-6:00 p.m. starting January 5, 2017. Westmoreland library staff will continue to track attendance and patron use time at the Westmoreland Mini Library location on Mondays and Thursdays for another 3 months. Additional tracking of patron use statistics at other locations will also be conducted to serve as a point for comparison. The Board will revisit the question of service hours at Westmoreland in March 2017.
- KANSAS READS TO PRESCHOOLERS – NOVEMBER 14-19, 2016:
  - Flyers were disseminated for each location's events and activities for the 2016 Kansas Reads to Preschoolers week. Library staff posted the flyers in public places and on Facebook. Staff at most locations also went during the week to read the Kansas Reads book "Bear Sees Colors" by Karma Wilson at their local preschools and daycares. Program attendance statistics have not yet been compiled, but feedback from all locations has been positive.

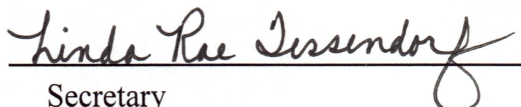
- NEW BUSINESS:
- RESOLUTION ON GAAP WAIVER FOR THE 2016 FINANCIAL YEAR: After discussion, Peggy Adams moved that the Board approve a Resolution for a GAAP Waiver and allow the appropriate officers to sign. Linda Tessendorf seconded and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2016 financial year using a cash basis format.
- DIRECTOR’S CONTRACT AND VACATION: The Board discussed the Director’s proposed contract for 2017. The salary in the proposal is equal to \$48,246, the amount budgeted for the Director’s salary in the 2017 budget. The proposal includes 22 days of earned vacation time, as allowed per library policy for a Director having worked for five years in that position.
- After discussion, Peggy Adams moved that the Board offer the current director the proposed contract for 2017 and allow the appropriate officers to sign. Sandie Jensen seconded and the motion carried. Judith Cremer, Library Director, accepted the Board’s offer.
- 2017 PAYROLL: After discussion, Peggy Adams moved that the Board approve the 2017 payroll, not to exceed \$395,161.00, which includes the General and Employee Benefits funds, as well an approved transfer of up to \$2,200 from the Capital Improvement Fund. Paulette Simecka seconded and the motion carried. This motion allows EFT transfers for payroll in 2017, even if any issues with scheduling were to prevent a regular board meeting.
- STATE GRANTS IN-AID: Peggy Adams moved that the appropriate officers be allowed to sign the 2017 grant application when it is received, if a signature is required. Linda Tessendorf seconded and the motion carried.
- CIVIL RIGHTS COMPLIANCE FORMS: Peggy Adams moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive, if signatures are required. Sandie Jensen seconded the motion and the motion carried.
- CAPITAL IMPROVEMENT FUND: Sandie Jensen moved that the Board add a discussion of the Capital Fund to the meeting agenda under new business. Paulette Simecka seconded the motion and the motion carried.
- After discussion Peggy Adams moved that any unexpended amounts in the 2016 General Fund and Employee Benefits Fund be transferred into PWRL’s Capital Improvement Fund once the 2016 financial year has been closed. Paulette Simecka seconded and the motion carried.
- HOLIDAY OPEN HOUSES AT THE LIBRARY: The locations are scheduled as follows:

Location	Date	Time
Westmoreland	Saturday, Dec. 3, 2016	2:00 p.m. – 6:00 p.m.
Onaga	Sunday, Dec. 4, 2016	10:00 a.m. – 2:00 p.m.
St. Marys	Tuesday, Dec. 6, 2016	1:00 p.m. – 4:00 p.m.
Harveyville	Saturday, Dec. 10, 2016	10:00 a.m. – 11:30 a.m.
Alma	Wednesday, Dec. 14, 2016	1:00 p.m. – 4:00 p.m.
Olsburg	Thursday, Dec. 15, 2016	10:00 a.m. – 3:30 p.m.

Eskridge	Tuesday, Dec. 20, 2016	10:00 a.m. – 4:00 p.m.
Harveyville	Tuesday, Dec. 20, 2016	11:00 a.m. – 3:00 p.m.
Alta Vista	Wednesday, Dec. 21, 2016	11:00 a.m. – 6:00 p.m.

- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be held on Wednesday, January 25, 2016, at the St Marys Branch Library and is scheduled to start at 5:30 p.m. There will be no Library Board meeting in December. A consent form will be sent with the December Board packet. Each Board member will need to sign the form and send it back to the library. An email reply confirming approval to pay bills, followed by the return of the signed paper copy to document consent will be sufficient. The majority of the Board must reply before December checks can be mailed.
- The December Board Packet is scheduled to be e-mailed to the Board on Wednesday, December 21. The plan for signing checks is as follows: The checks will be delivered for signature to Deb McClain-Williams at Olsburg on Thursday, December 22<sup>nd</sup>. Peggy Adams and Paulette Simecka will come to the library at St. Marys and sign checks on Tuesday, December 27<sup>th</sup>. If circumstances change, other Board members may be called on to coordinate and sign checks as needed.
- The tentative schedule for the 2017 Board meetings was printed on the November agenda. Judith asked Board members for a consensus on the tentative dates. Sandie Jensen will not be able to attend the Board meetings in January and February. Pam Bales will be unable to attend the Board meeting in July.
- Peggy Adams moved that the Board go into Executive Session to discuss non-elected personnel with only the Board present. Paulette Simecka seconded and the motion carried. The Board went into Executive Session at 6:30 p.m. and ended the Executive Session at 6:45 p.m. No action was taken.
- ADJOURNMENT: Pam Bales adjourned the meeting at 6:45 PM.

  
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 Chairman

  
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 Secretary