

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, October 28, 2025 at the PWRL Onaga Branch Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 7:19 p.m. Bill Flannigan was appointed to act as Treasurer. Others present were Board Members: Lela Riley and Peggy Adams (via telephone); Judith Cremer, Director, Ashley Araiza, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Lela Reilly moved to approve the meeting agenda. Bill Flannigan seconded the motion, and the motion carried.
- APPROVAL OF THE CONSENT AGENDA: Lela Reilly moved that the Board approve the consent agenda, including the approval of minutes of the September 24, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the September financial reports and payment of the October bills. Bill Flannigan seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith attended NCKL's director's meeting on October 22 in Peabody. Discussion included the NCKL consortia's move from Verso to their new Koha online library catalog system and a book challenge at the Washington Public Library.
- The next NCKL Executive Session meeting is scheduled for Thursday, October 30, via Zoom.
- Judith reported that the Library applied for two NCKL Continuing Education grants to help reimburse for some of the cost paid for registrations to the upcoming Kansas Library Association Meeting. PWRL has subsequently received a check for \$500 from NCKL to fund CE grants for Emily Butler and Collette Goldade. \$500 is the maximum amount allowed.
- Judith told the Board that she has also applied for a \$200 Continuing Education Grant to reimburse for the cost of registration for KLA for herself. This application is still being processed.
- DIRECTORS REPORT: Gas leak reported at Alma on October 22. Alma Area Foundation sent repair people quickly to fix a leak in an elbow pipe.
- The Carbon dioxide sensor triggered at Onaga on October 27 requiring an evacuation of the Library. The local fire department confirmed a leak and the building owner contacted a furnace repair company. They were able to clean out and replace a furnace pipe to fix the problem. The library was able to reopen for business by 3 pm.
- A meeting with the St. Marys city manager was held on October 23 to discuss the proposed carpet replacement project at that location. The city manager said that the city crew might be able to assist with moving items to allow the job to be completed. The specific details for the move and a timeline for accomplishing the work still need to be worked out.

- The library received notification that the Foundation for Rural Services (FRS) grant that PWRL summited through a partnership with WTC was not funded.
- PWRL's SAM.gov account, which allows the library the ability to apply for federal grant funding, was renewed in October.
- The Kansas Rural Communities Foundation Match event is scheduled for November 1 – November 15. PWRL has a fund in the KRCF that is eligible to participate in this event. Donations can be submitted through the KRCF website, or mailed and postmarked during that period, to qualify for the match. All donated funds will be matched by .50 cents for every dollar donated.
- PWRL is also included in the Caring Community Foundation Care Catalog. Donations for this can be made November 17 – December 10. A big online campaign is planned to publicize this grant initiative. The library is seeking funds for a sidewalk awning, new furniture, stem activities, and a painting / mural for the children's area.
- PWRL received official notification that the FCC has ended erate support for hotspots. PWRL's application for the purchase of hotspots and data plans to loan to the public who have a need for this equipment will not be funded.
- Judith shared a statistic report showing the usage of the 30 hotspots currently owned by the library with the board. The report covered the period of July 24 – October 28 and showed a total use by all devices of 4,682 hours and 18 minutes online.
- It was announced in early October that Baker & Taylor, PWRL's main book vendor, would be ceasing operation by the end of the current year. PWRL has a prepaid account with Baker & Taylor and there is currently a balance of \$6,923.61 in that account. Judith is attempting to get those fund refunded but it has been difficult to contact anyone at Baker & Taylor. A number of emails have been sent to the claims department but the matter has yet to be resolved.
- The Kansas Department of Health and Environment received a grant, which allowed them to offer PWRL 8 blood pressure cuffs, one for each location. They also sent a collection of information on various health related topics. The plan is to share the information with patrons and allow them access to the blood pressure cuffs as needed to do regular health and wellness checks at the library.
- UNFINISHED BUSINESS:
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday October 17, 2025. Bill Flannigan delivered the monthly information packet to the city for the St. Marys City Commission. The packet included the new book list, statistics reports, and a flyer for the Holiday Open House.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, November 14, 2025.
- TOPICS FOR BOARD DISCUSSION – JOB DESCRIPTIONS / EMPLOYEE EVALUATIONS / EMPLOYEE SURVEYS – The Board sent a second survey to all staff via the survey monkey online survey tool on October 6. The board agreed by concerns to table discussion of the results until the November meeting.

- **HEALTH INSURANCE STIPEND POLICY / MEMORANDUM OF UNDERSTANDING:** A copy of the proposed Health Insurance Stipend Policy and Memorandum of Understanding were included in the October Board Packet. Additional copies were also available at the meeting. After discussion the Board agreed by consensus to postpone further discussion on this topic until the November Board Meeting.

NEW BUSINESS

- **STAFFING:** The Board agreed by consensus that they would like to look at updating the policy to manage the practice of Library Staff working at home. This will be addressed in the New Year.
- Judith reported that she had scheduled her 22 days of vacation starting tomorrow, November 29. This leave time has been made more complicated by the announcement of several staff resignations.
- Melanie Smith, the part-time Assistant Branch Librarian at St. Marys, announced on Wednesday, October 15 that she would be leaving her position with the Library. Her last day was Thursday, October 16. This is a 16 hour per week position and pays \$11.70 per hour. The job opening was posted internally and has now been advertised online.
- Ashley Araiza, the PWRL Assistant Director, announced on Friday, October 24 that she has accepted a position as an Instructional Librarian at Washburn. Her last day physically at the Library will be Thursday, November 13. Ashley also filled the Mini Librarian position that works three hours each week at Harveyville so that job will also be open. This opening has also been announced internally and is posted online.
- **AUDIT REPORTS:** The 2024 Representation Letter and Audit Report were included in the October Board Packet. The Audit Report showed a clean audit. After discussion, Bill Flannigan moved that the Board accept the 2024 audit as presented. Lela Riley seconded the motion and the motion carried.
- Eric Kientz, the PWRL auditor, has notified the Library that the standard cost for audits of our size is \$10,000. He has agreed to work with the library to gradually increase the rate to reach that amount. He submitted an engagement letter for completing the required 2025 PWRL audit for a cost of \$7,500. After discussion, Bill Flannigan made a motion that the Board accept the presented engagement letter for the 2025 Library Audit with cost of \$7,500. Lela Riley seconded the motion and the motion carried.
- **KLA CONFERENCE – MANHATTAN – NOVEMBER 5, 2025 – NOVEMBER 7, 2025:** Staff are looking forward to attending the conference. They have selected the sessions they want to attend and worked out carpooling arrangements.
- Judith is scheduled to receive the Duane Johnson Leadership Award from the KLA Friends of Kansas Libraries (FoKL) group at the Kansas State Librarians Luncheon on Thursday.

- **KANSAS READS TO PRESCHOOLERS CELEBRATIONS – NOVEMBER 2025:** The Kansas Reads to Preschoolers, a one book one state project sponsored by the Kansas State Library is scheduled throughout the month of November. Special readings and accompanying storywalks have been prepared at all PWRL Locations to support the innovative to have all Kansas children, 0-5, read to sometime during the event. A news release with a list of all PWRL Kansas Reads activities will be sent to the Newspapers in both counties in preparation for the special program.
- **BOARD MEETING DATES FOR 2025:** The meeting held in November will be the final Board Meeting for 2025. There is no Board Meeting scheduled for December. A consent form allowing Library Staff to pay the bills will be sent with the monthly board packet.
- **ADJOURNMENT:** Lela Riley moved that the Library Board Meeting be adjourned. Peggy Adams seconded the motion and the motion carried. The Board Meeting was adjourned at 8:30 p.m.

Alice M. Finck

Chairman

Lela Riley

Secretary