

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, October 29, 2024 at the PWRL St. Marys Library.
- CALL TO ORDER: Vice-Chairman Alicia Matson called the meeting to order at 5:39 p.m. Peggy Adams was Secretary. Others present were Board Members: Lela Riley, Bill Flannigan Judith Cremer, Director, and Ashley Araiza, Assistant Director. Board Member Joan Johnson joined the meeting via telephone.
- Peggy Adams moved to approve the meeting agenda, Alicia Matson seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the September 25, 2024 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the September bills. Lela Riley seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith reported that she was unable to attend the NCKL Director's meeting that was held on October 23, 2024 via Zoom. She also missed the NCKL Executive Committee meeting that was held on via Zoom on October 24, 2024.
- NCKL is responsible for coordinating library services in twelve Kansas counties located in North Central Kansas. One of the newspapers of one of these counties failed to print the required public notification for the revenue neutral hearing scheduled for the NCKL 2025 Budget. This failure nullified the revenue neutral process and revoked approval for any increase in the 2025 NCKL budget beyond the set revenue neutral rate. The NCKL staff is in the process of revising the 2025 budget. A special NCKL Executive Committee Meeting will be held in early November to adopt the revised budget.
- DIRECTOR'S REPORT: The St. Marys Storytime Story time, with the assistance of the USD 321 Parent Outreach Coordinator Dori Simecka, is doing well. The St. Marys Fire Department visited the Storytime group on October 8th for Fire Prevention Week. The following week the kids decorated a thank you poster with all their handprints.
- On October 16th there was a medical emergency occurred at the St. Marys library. An elderly patron stumbled, fell, and hurt her arm. The ambulance took the patron to the hospital. Judith said she was able to locate friends to support the patron as she had stated that she did not have family. The patron is currently recovering at a local rehab facility.
- The October staff meeting was postponed due to multiple staffing conflicts. The final staff meeting for 2024 will be held at St. Marys on Friday, November 22.
- The Berlin Wall exhibit at the St. Marys Headquarter Library is approaching its end, coinciding with the anniversary of the actual fall of the Berlin Wall on November 9th. There was some continual individual interest in the exhibit over the past month but we

were not successful in interesting the schools in exploring the topic more fully. The St. Marys Literary Club is scheduled to meet on Monday, November 3, 2024 at the St. Marys Library during the final week of the exhibit. Judith will give them an overview of the Library, including the Berlin Wall exhibit. They also asked for a demonstration of the Library's cricut cutting machines.

- The next NCKLS rotation of their rotating library collections will be delivered to Alma and Eskridge on Nov. 12th. The delivery for Onaga and St. Marys is scheduled for November 19th.
- The Library has started a landscaping project at the St. Marys Headquarters Library. The stones on the front bed are being reconfigured and a variety of new grasses will be planted. The city brought a load of sand to use for rebuilding the dividing wall, and they are storing the book statue while the work is in progress. Staff would like additional work done in this area. Proposed work includes the application of epoxy to the entry way landing and steps, sanding the exterior wood on the front doors and window trim, replacing a damaged fascia board, and possibly adding lighting and logo letters to the front bed. Judith will continue to negotiate with the city for additional help with this project. Otherwise staff will work on the updates as time allows.
- The Library was notified by Kansas Gas in August that the gas was still turned off following the storm in April. They stated that it could not be turned on again until the city had completed an inspection. Judith left a message with the city about this at that time, but nothing was done. She has now reminded them that this needed to be done and there was some activity recently on the roof. It is assumed that this was related to the needed inspection.
- There have been continuous rounds of sickness and absences at all PWRL locations. We have done our best to keep everything running but we continue to be short-handed.
- The Kansas Rural Communities Match Event is schedule to run from November 1-16<sup>th</sup>. Only endowed funds are eligible to participate in the Match Event. PWRL's fund does not contain the required 5,000 balance for endowed funds, but because it is the intention is that it will reach this level, it has been approved to participate in the Match Event. Donations can be made online or by check, and they will be matched dollar for dollar. Information on the event was posted to PWRL's Facebook page and shared with local Facebook groups. Fliers and information was also sent to all library locations for distribution and display.
- Halloween parades will held by the schools at many PWRL locations. Library staff will participate at St. Marys, Westmoreland, and Olsburg. Staff serving Eskridge and Harveyville will also participate in the school parade at Mission Valley handing out bookmarks and candy.
- A group sponsoring a Suitcases for Kids drive to help children in Foster Care has contacted the Library and asked if we would like to participate. The group collects gently used or new donated suitcases, duffel bags and back packs that will go to a foster child to use when they are moved. St. Marys will act as a collection point in the upcoming months.

- Library staff are currently inventorying all items in PWRL's collection. The process is slowly moving forward at all locations. Inventory provides a good opportunity to correct any cataloging or processing problems and also location material that was not missing or lost. It does take a lot of time and attention though.
- The Library will be closed on Veterans Day. The Halloween parade in St. Marys was discussed. A few library staff will be present for the parade. Suitcases for kids was discussed. Inventory at St. Marys continues. The board meeting in November is on Tuesday November 26, 2024. December 1, 2024 is Onaga frenzy.
- The November Board meeting will be held on Tuesday, November 26 at 5:30pm. The library at all locations will close at 3pm on Wednesday, November 27th to allow time to travel and prepare for the holiday. All PWRL locations will be closed November 28th-30th.
- PWRL's first open house will be held at Onaga on Sunday, December 1st, during the local Onaga Frenzy Chamber Event.
  
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: Bill Flannigan took the monthly information packets with Statistics, Program Flyers, and the New Book List to the city for the St. Marys City Commission Packets on Friday, October 18th.
- Advisory Committee member Dennis Miller is working on scheduling another walk through with the city department heads to discuss outstanding maintenance issues. Nothing further was done except spraying for spiders.
  
- STAFFING UPDATE: An update was given on Melanie Smith, the previous St. Marys Branch Librarian. Emily Butler has been hired and began her job as the new St. Marys Branch Librarian on October 7th. An Assistant Branch Librarian position is still open at St. Marys.
  
- POLICY UPDATE: There are a collection of policies up for review including the following.
  - The Emergency plan and procedure policy needs changes to bring it up to date beyond the covid pandemic. Guidance for this process was taken from current CDC recommendations.
  - The Internet access policy has no specific changes recommended. Federal guidelines require that the policy be reviewed at least every three years in order to stay compliant under the Children and Protective Act.
  - The Conflict of Interest and Whistleblowers Policies were recommended by the Library Auditor following the last Library audit.
  - The Firearms policy is new and was adapted from a policy used by the University of Kansas.
- The Board asked that Judith prepare final drafts of the policies up for review and send them with the November Board Packet for the Board review. Action on the policies can then be taken at the November Board Meeting. The Board agreed by consensus to follow this schedule.

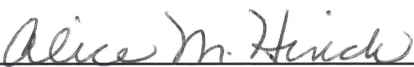
- E-RATE – NETWORKING PROJECT: In early 2024 PWRL filed a category 2 E-Rate application to fund updates to the computer networking at the St. Marys Headquarters Library. The application was approved and Wamego Telecommunications Company (WTC) accepted the bid to complete the project. Aaron Brent was subcontracted by WTC to do the job.
- New equipment will be added to the internal network at St. Marys as part of the project including (4) new wireless access points, (2) 24 port network switches, and (1) new Mikrotik Router. An uninterruptible power supply will also be installed and all of the equipment will be relocated from the front desk area to a closet in the Reference Room.
- The cost for the project include \$1,378 for equipment, \$825 for equipment installation, and \$22,942.50 for up to 80 new network wires and cable drops with finished ceiling mounts, wall jacks, and faceplates.
- E-Rate will fund 70% of the cost for this project amounting to \$17,601.85. PWRL will be responsible for paying the remaining 30% equal to \$7,543.65. The Board previously approved the use of previous FY E-Rate funding that PWRL received for Internet services. These funds will be transferred from CIF and used to pay WTC for PWRL's portion of this project.
- Work began on Monday, October 14th. The technicians worked around the regular daily activities at the library and finished running wire on Oct. 23rd. They plan to start moving the network equipment tomorrow, Oct. 29th. Judith will be gone at the Kansas Library Association Convention in Wichita. Duane Mayer, the NCKL Technical Consultant, will be onsite to help troubleshoot in her absence.
- HEALTH INSURANCE - UPDATE: PWRL is continuing to look for some viable option for health insurance for Library employees. Information on the Statewide Non-State Employer group health insurance plan was sent in the October Board Packet. Judith consulted with NCKL and they confirmed the pricing in the packet was consistent with amount they are being charged for the new plan they have with this group. The quoted rates show employees pay \$49.72-\$111.92 per month. Employers pay \$960.12-\$1029.18 per month. The plan would cost PWRL approximately \$92,626.20- \$123,500.16 per year. The statewide group requires that 70% of the employees that are eligible for benefits participate in the plan once it is adopted and approved. PWRL would also be required to make a 3-year commitment to remain with the group to gain eligibility. Several Board members said they would check with their contacts at the school and county on what others do for insurance.

KLA CONFERENCE – WICHITA – OCT. 30, 2024 – NOV. 1, 2024. Judith will be attending the Kansas Library Association Meeting in Wichita at the end of October. Jordan Abitz, the Onaga Branch Librarian, will accompany her. Other staff members had commitments for various Halloween celebrations which conflicted with the schedule for KLA this year. Both Judith and Jordan were approved for continuing education grants from NCKL. PWRL will be reimbursed \$500 from these grants to cover the cost of their KLA registration.


## NEW BUSINESS:

- **AUDIT REPORTS:** The 2023 PWRL Audit was completed in June of 2024. However, due to staffing shortages it was not possible to schedule a meeting with the auditor until October 22nd. The audit report showed a clean audit. It was recommended though that the Library consult further with the auditor to streamline the system and try to eliminate some manual calculations that are required each month. Eric Kientz, PWRL's auditor, sent a proposal and plan to complete the consulting work. There will be an additional charge of \$2,250 for this job. The auditor also sent a letter of engagement to complete the required 2024 audit for a cost \$6,300. Peggy Adams made a motion to accept the 2023 audit report, approve the letter of engagement for the 2024 audit, and allow the transfer of up to \$2,250 from the Capital Improvement Fund for the consulting work in 2024, if there is not a sufficient amount in the general fund budget to cover the cost. Bill Flannigan seconded the motion and the motion carried.
- **LEASE AGREEMENT:** Judith reported that she sent a letter to the city manager in March notifying the city that the Library wished to continue the lease for the building housing the St. Marys Headquarters Library. The city discussed the library lease and agreed to increase the rent to \$650 in 2025, but did not follow through with offering a new lease agreement. Judith emailed the city manager on October 18, 2024 about this oversight and requested that he provide information about the progress on the lease agreement for the October Board Packet, but she did not get a response. She followed up by calling the city office on October 24, 2024. The City Clerk said at that time that the lease was on the agenda for the City Meeting on November 5th. Bill Flannigan offered to follow up and said he would attend the November 5th St. Marys City Commission Meeting.
- **KANSAS READS TO PRESCHOOLERS CELEBRATION – NOV. 2024**  
The Kansas Reads to Preschoolers, a one book one state project sponsored by the Kansas State Library is scheduled for the week of November 4th-9th. 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 was sent to the Newspapers in both counties in preparation for the special program.
- **BOARD MEETING DATES FOR 2024:** The meeting held in November will be the final Board Meeting for 2024. 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: The Board Meeting was adjourned at 7:24 pm.

  
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Chairman

  
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Secretary