

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, October 30, 2019 at the PWRL St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:33 p.m. Nina Imthurn was Secretary. Others present were board members: Alicia Matson, Sandie Jensen, and Paulette Simecka. Board member, Sue Jenkins, was present remotely via telephone. Others present were: Pat Weixelman, Pottawatomie County Commissioner; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as written. Sandie Jensen seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE SEPT. 25, 2019 MEETING:** Pam Bales moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported that the Library received ad valorem funds from Wabaunsee County in the amount of \$293.57. Of that amount \$282.35 was allocated to the General Fund and \$11.22 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Alicia Matson seconded the motion and the motion carried.
- **REPORT OF DIRECTOR:** PWRL received continuing education grant funds in the amount of \$1020.00. This amount is equal to the cost of registrations paid for the four staff members that attended the annual Kansas Library Association conference in Kansas City this month.
- Judith told the Board she would be attending the annual NCKL Necessary Knowledge Technology Workshop in Manhattan on Nov. 7th. This meeting is also open to any interested Board members. Topics include a demonstration by the Bug Hounds as the search for bed bug infestations, a session on serving patrons with mental health challenges, and updates on changes to the Verso Online Library Catalog.
- Judith reported that the library was busy in October. Staff members are working on cataloging and processed over 900 new books purchased from Baker and Taylor. PWRL also received several large collections of donated material this month, including a good amount of DVD's.
- A staff meeting was held at St. Marys on Oct. 18th. KPERS representatives presented staff with overviews of both the KPERS retirement and KPERS 457 plans.
- Plans for Kansas Reads to Preschoolers week scheduled for Nov. 4th – Nov. 9th have been finalized. News releases, flyers, and bookmarks have been prepared and distributed to support the event. Special reading sessions have been scheduled at each library location. Library staff will also do special programming at many local preschools and daycares during the month of November.
- An adult program will be held at Alma on Wednesday, Nov. 6th at 6:30 p.m. Paul and Nancy Crenshaw Miller will present a slide presentation focusing on their recent travel to Chile.
- Staff will use a new video projection cart at the upcoming program that the library received from NCKL for use at the Alma Branch. The cart was given to the library at no cost, and was picked up on Oct. 25th when staff members were on the way back from the KLA Conference.
- Mini Locations at Alta Vista, Olsburg, and Westmoreland will be distributing laminated bookmarks and candy to children from local schools when they stop at the library during their annual Halloween Parade.
- The bookmark contest held at the PWRL Alma Branch Library was featured on the front page of the Alma Signal Enterprise with pictures of the children whose bookmarks were chosen as contest winners.

- The St. Marys Literary Club is scheduled to meet at the St. Marys Headquarters Library on Monday, November 4th for a program highlighting the materials and services offered at the library.
- The Alma Reading Circle has scheduled to meet at the PWRL Alma Branch Library on Dec. 18th at 1:30 p.m. The Community Health Ministry will present the program.
- Jerelyn Ramirez, who belongs to the Kansas Astronomical Observers Club, has offered to purchase and customize a telescope for the library. The intention would be for this equipment to be checked out by patrons so that they could use it to learn more about the night sky. She will maintain the equipment and present public programs as needed to show patrons how to use the equipment. She has asked that the library ask patrons to collect and donate USP codes from Best Choice products that can be redeemed for cash to help fund the purchase of the telescope. The cost of the telescope is estimated at \$250.

- UNFINISHED BUSINESS:
- STAFFING: Judith reported that Francis Garcia, who was hired as the full time Assistant Branch Librarian at St. Marys in August, has been moved into the open Processing Clerk position. Judith has done some training with Francis, and Colette Goldade, the Collection Manager, will continue working with Francis as she learns the details of this new job.
- Emily Palmari has been re-hired as the full time Assistant Branch Librarian at St. Marys. This position has been combined with the substitute position on Saturday's at Westmoreland. Judith trained with Emily at Westmoreland on Saturday, Oct. 5th. Emily's previous experience with the Library means that she is already very familiar with PWRL's procedures and practices.
- Helen Holenbeck was re-hired as a Substitute at PWRL's Eskridge Branch in early September. She will be unable to continue in the position though due to her husband's recent medical complications.
- Judith reported that she is scheduled to interview a candidate for a Substitute Librarian at Eskridge on Friday, Nov. 1st.

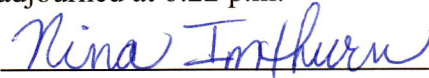
- ST. MARYS LEASE AGREEMENT: The Board discussed last month the issues surrounding the lease renewal for the building housing the St. Marys Headquarters Library. After discussion with City Council Member Francis Awerkamp the matter seemed to be resolved.
- On Oct. 15th the library was notified that the St. Marys City Council approved the renewal of the lease agreement with the library at their Oct. 1st meeting. The rent amount did not change, but they did change the days to terminate the lease from 45 days to 1 day.
- Judith again requested clarification on this change from Francis Awerkamp. She asked that the St. Marys City Council revisit the discussion on the lease agreement and followed up with an e-mail to the City Manager explaining the potential hardship this change could cause for both the library and the community considering the high volume of usage the library supports at this location.
- The St. Marys City Council agreed by consensus at their Oct. 15th meeting to return to the 45 days to terminate stipulation in the lease agreement renewal. Francis Awerkamp sent an email confirming this change on Oct. 17th. Hard copies of the lease agreement were received on Oct. 21st.
- Nina Imthurn moved that the Board approve the St. Marys lease agreement as presented and to allow the appropriate officers to sign. Alicia Matson seconded the motion and the motion carried.

- KLA CONFERENCE – OVERLAND PARK – OCT. 23-25, 2019. The annual KLA conference was very interesting and staff members were engaged with the sessions and came back with a lot of good ideas. On the way to the conference the library van had a problem with the brakes that had to be repaired in Topeka. Staff visiting the Habitat for Humanities Re-Store while the repairs were completed found and purchased eight matching computer chairs for patron use at Alma and Eskridge for \$20.00. These were picked up on the way back from the conference and were very well received.

- LIBRARY HOLIDAY HOURS: After discussion Pam Bales moved that the Board allow all PWRL Library locations to close at 3:00 p.m. on the day before Thanksgiving to allow staff to prepare for the holiday. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Wednesday, November 20, 2019 at the St. Marys Headquarters Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Alicia Matson moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:22 p.m.



Chairman



Secretary