

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, November 25, 2025 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:37 p.m. Bill Flannigan was appointed to act as Treasurer. Lela Riley was appointed to act as Secretary. Others present were Board Members: Alicia Matson and Peggy Adams (via telephone); Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Peggy Adams moved to approve the meeting agenda with the addition of an executive session under new business. 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 October 28, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the October financial reports and payment of the November bills. Bill Flannigan seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith attended NCKL Executive Meeting via Zoom on October 30.
- The next NCKL Executive Session meeting is scheduled for Thursday, December 4, via Zoom.
- The NCKL Bookkeeper visited St. Marys on November 14 to get an overview of PWRL's Aplos accounting and Gusto Payroll software. Their auditor is recommending they upgrade and begin using these programs.
- Ashley Araiza, the former PWRL Assistant Director, was appointed to serve on the NCKL Executive Board. Since she has now left the library, the Board needs to appoint someone else to fill this open position. Alicia Matson moved that the Board appoint the Director to fill the open position on the NCKL Executive Committee Board. Bill Flannigan seconded the motion and the motion carried.
- DIRECTORS REPORT: The Alma Branch Librarian has submitted a quote for a sign with the Library name and logo. After discussion, Bill Flannigan moved that the library spend up to \$400 to have a sign painted on the street side of the building housing the Alma Branch Library. Alicia Matson seconded the motion and the motion carried.
- Staff at all locations are working on programming initiatives.
- St. Marys Staff members Colette Goldade and Genevieve Hagenmaier presented two Kansas Reads to Preschoolers Storytime programs to the kindergarten classes at Mission Valley on Friday, November 21st.
- The Onaga Branch Librarian is working on a winter program schedule. She will start offering special outreach programs at the Redbud Care Home every other Wednesday starting November 19.

- In January, Onaga will extend their outreach programming to the Onaga Health and Rehabilitation facility on an alternate Wednesday schedule.
- Onaga will also be collaborating in the New Year with USD 322 to present special reading and learning sessions for upper grade classes using books written by Julia Cook.
- St. Marys will again be collaborating with USD 321 to present special Play Café Storytime sessions the first Tuesday of each month starting in February.
- Olsburg has a local individual who has approached the library and is interested in facilitating a local book club. They will meet for the first time on Thursday January 8 at 6:30. The group will be discussing the book “Tribe” by Sebastian Junger.
- Holiday Open Houses have been scheduled at each PWRL location. Flyers have been posted and plans for decorating are moving forward.
- UNFINISHED BUSINESS:
  - ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday November 14, 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.
  - There is no meeting in December. The next St. Marys Advisory Committee Meeting is scheduled for Friday, January 15, 2026.
  - Judith told the Board she needed guidance on how to manage the proposed project to replace the carpet and tile at the St. Marys Headquarters Library. After discussion, Bill Flannigan moved that the Board approve the expenditure of up to \$5,000 to hire labor to move the contents and furniture at the St. Marys Headquarters Library to accommodate the proposed carpet and tile work. Alicia Matson seconded the motion and the motion carried.
  - Lela Riley moved that the Board allow the St. Marys Headquarters to be closed for up to a week to accommodate the proposed carpet and tile work planned for that location. An alternate plan to provide library service to the community will be developed if the work requires the Library to be closed for more than one week. Bill Flannigan seconded the motion and the motion carried.
- 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 consensus to discussion the results at a future time.
- HEALTH INSURANCE STIPEND POLICY / MEMORANDUM OF UNDERSTANDING: A copy of the proposed Health Insurance Stipend Policy and Memorandum of Understanding were included in the Board Packet. After discussion, Bill Flannigan moved that the Board approve the Health Insurance Stipend Policy and the Memorandum of Understanding. Alicia Matson seconded the motion and the motion carried. The Memorandum of Understanding for the Health Insurance Stipend will be distributed to all full time staff for signature prior to the January payroll.

- **STAFFING:** Judith provided the Board with the balance of PWRL's leave liability report. All 2025 vacation time for full time staff is scheduled to be expended by the end of the year.
- The PWRL Assistant Director, St. Marys Part Time Assistant Branch Librarian, and Harveyville Substitute Mini Librarian Position are all now open.
- Judith has interviewed and hired Reagan Sample to fill the open Harveyville Substitute Mini Librarian Position. She will be scheduled to work for three hours each Saturday at the Harveyville location. Funds were not budgeted for the Harveyville Substitute Mini Librarian Position in 2026 because the Assistant Director previously filled this opening. An additional \$1,825 will be needed to pay for this position. The Board agreed by consensus to wait and see if it will be necessary to transfer funds to cover this shortfall in 2026.
- Six applications have been received and five individuals have been interviewed to fill the St. Marys Assistant Branch Librarian position. After discussion, Alicia Matson moved that the Board allow Judith to hire and fill a Substitute Position along with the part time Assistant Branch Librarian position at the St. Marys Headquarters Library. Lela Riley seconded the motion and the motion carried.

#### **NEW BUSINESS**

- **EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL:**
- Alicia Matson moved that the Board go into executive session for 30 minutes with the Board only present to discuss non-elected personnel staff survey. Lela Riley seconded the motion and the motion carried. The Board went into executive session at 7:01 p.m. and came out at 7:31 p.m.
- Alicia Matson moved that the Board go back into executive session for an additional 30 minutes with the Board only present to continue the discuss on non-elected personnel staff survey. Lela Riley seconded the motion and the motion carried. The Board went into executive session at 7:31 p.m. and came out at 8:02 p.m.
- The Board agreed by consensus to hold a Special Board Meeting to discuss non-elected personnel staff survey on Wednesday, December 17th at 5:00 p.m.
- **RESOLUTION ON GAAP WAIVER FOR THE 2025 FINANCIAL YEAR:** After discussion, Bill Flannigan moved that the Board approve a Resolution for a GAAP Waiver and allow the appropriate officers to sign. Alicia Matson seconded the motion and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2025 financial year using a cash basis format.
- **DIRECTOR'S CONTRACT AND VACATION:** The Board discussed the Director's proposed contract for 2026. The salary in the proposal is equal to the amount budgeted for the Director's salary in the 2026 Library Budget. The proposal includes 26 days of earned vacation and eight hours of paid sick leave for each full month of employment. After

discussion, Lela Riley moved that the Board offer the current director the proposed contract for 2026. Bill Flannigan seconded the motion and the motion carried.

- **2026 PAYROLL:** After discussion, Alicia Matson moved that the Board approve the 2026 payroll not to exceed \$641,183.00, which includes both the general and employee benefit funds. Lela Riley seconded the motion and the motion carried. This motion allows EFT transfers for payroll in 2026, even if any issues with scheduling, or the lack of a quorum, were to prevent a regular board meeting.
- **STATE GRANTS-IN-AID:** Bill Flannigan moved that the appropriate officer be allowed to sign the 2026 grant application when it is received if a signature is required. Alicia Matson seconded the motion and the motion carried.
- **CAPITAL IMPROVEMENT FUND:** Alice Hinck moved that any unexpended amounts in the 2025 General and Employee Benefit Funds be transferred into PWRL's Capital Improvement Fund once the financial year has been closed. Alicia Matson seconded the motion and the motion carried.
- **CIVIL RIGHTS COMPLIANCE FORMS:** Alicia Matson moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive if signatures are required. Lela Riley seconded the motion and the motion carried.
- **HOLIDAY OPEN HOUSES AT THE LIBRARY:** Holiday Open Houses are tentatively scheduled at each PWRL location as follows:

Location	Date	Time
Onaga	Sunday, Dec. 7, 2025	11:00 a.m. – 2:00 p.m.
Alma	Wednesday, Dec. 10, 2025	10:00 a.m. – 4:00 p.m.
Eskridge	Tuesday, Dec. 9, 2025	10:00 a.m. – 5:00 p.m.
Harveyville	Tuesday, Dec. 9, 2025	11:00 a.m. – 3:00 p.m.
Harveyville	Saturday, Dec. 6, 2025	10:00 a.m. – 12:00 p.m.
Alta Vista	Wednesday, Dec. 10, 2025	11:00 a.m. – 6:00 p.m.
Olsburg	Thursday, Dec. 11, 2025	11:00 a.m. – 3:00 p.m.; 5:30 p.m. – 7 p.m.
Westmoreland	Monday, Dec. 8, 2025	11:00 a.m. – 6:00 p.m.
St. Marys	Tuesday, Dec. 9, 2025	11:00 a.m. Storytime; 1:00 p.m. – 4:00 p.m.

- **BOARD MEETING DATES FOR 2025:** The December Board Packet is scheduled to be emailed to the Board on Wednesday, December 17th. The plan for signing checks is as follows: The checks will be ready for signature by Thursday, December 18th. Bill Flannigan and Peggy Adams will come to the library at St. Marys and sign checks. If necessary, other Board members may be called on to coordinate and sign checks as

needed. 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 8:36 p.m.

Chairman

Secretary