

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 20, 2019 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:32 p.m. Nina Imthurn was Secretary. Others present were Board members: Alicia Matson, Sandie Jensen, Paulette Simecka, and Judith Cremer, Director. Board member, Sue Jenkins, was present remotely via telephone.
- **ADOPTION OF THE MEETING AGENDA:** Sandie Jensen moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE OCTOBER 30, 2019 MEETING:** Paulette Simecka moved that the minutes be approved as corrected. Pam Bales seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None.
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Pottawatomie County in the amount of \$15,655.00. Of that amount, \$13,465.00 was allocated to the General Fund and \$2,190.00 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** The final NCKL Executive Committee Meeting for 2019 is scheduled for Thursday, December 5<sup>th</sup>. Judith will attend.
- Judith reported on the presentation by the Bug Hounds owned by the Kugler family of Wamego that was given at the NCKL Tech Workshop in November. PWRL has ordered a “bug oven” to treat potential bed bug threats. Staff will also be trained on how to procedurally detect and manage any possible infestations.
- **DIRECTOR’S REPORT:** Kansas Reads to Preschoolers week was very successful at PWRL. Staff planned multiple outreach opportunities including visits to the St. Marys Grade School, Onaga Preschool and Headstart, Alma Grade School, and St. Johns Lutheran School. Visits to Westmoreland Elementary School and Mission Valley Preschool are still on the schedule.
- Sylvester Ekart, the author of over 50 birth, death, and marriage indexes for local area historical newspapers, visited the St. Marys Headquarters on Nov. 5th. Mr. Ekart is currently working on a birth, death, and marriage index for the Harveyville Monitor covering the period of July 1959 – Dec. 1967. Once that index is completed, he has agreed to begin working on a birth, death, and marriage index for the St. Marys Star covering Dec. 1961 – Aug. 1967. The digitized version of the St. Marys Star at Newspapers.com ends with 1924 so this index will be a big help to both staff and researchers seeking more recent connections.
- The PWRL St. Marys Headquarters Library hosted the St. Marys Literary Club at their monthly meeting on Nov. 4th. Judith provided the group with an overview of the library, new book lists, digital books and audiobooks, and statewide databases. The group was also introduced to PWRL’s new cake pans collection and presented with customized buttons from our new button machine. Group members inquired about the possibility of producing their own customized button designs. Judith told the Board she subsequently set the cost for an individual or group wanting to make their own buttons at \$1.50 per button, based on the cost of supplies and staff time needed to produce the button. This would not apply for buttons produced as part of a library program or as marketing for the library.
- Judith reported that the Library has had continual problems with their wide format printer purchased in 2014 to print signage and posters for the library. She has subsequently ordered a Canon



imagePROGRAF TM-300 Large-format printer from Salina Blueprint to replace this machine. The TM-300 will both scan and print up to 36" which will solve the problem of scanning and printing oversized items beyond the 8 ½" x 11" that is currently available. The machine comes with a one-year warranty that can be extended. The company offered a \$2,000 discount for the trade in of the old printer. The new machine will be delivered and installed on Dec. 11th and the company will provide staff training on how to use it.

- Salina Blueprint has also offered to provide the library with a free Epson Workforce Pro WF-C5790 printer through a different vendor promotion. If PWRL qualifies, this machine will be provided to us without any cost.
- UNFINISHED BUSINESS:
- STAFFING: Judith reported that she had hired Patty Knutson as a Substitute Librarian at Eskridge. Judith trained with Patty on Nov. 6<sup>th</sup> and 13<sup>th</sup>. Patty will work Wednesday mornings otherwise as needed at the Eskridge Branch Library.
- The Assistant Branch Librarian position open at Onaga has been advertised in the Onaga Herald for two consecutive weeks. Sallie Force, the Onaga Branch Librarian, is scheduled to go out on medical leave starting Dec. 17<sup>th</sup>. Emma Schreiber, the Onaga Substitute Librarian, is unable to work any additional hours at this time.
- Judith told the Board that she has worked out a plan to shift staff members from St. Marys to cover staffing at Onaga through the end of the year. Hopefully additional staff can be hired and trained at Onaga in time for the New Year.
- Judith reported that Sheila McKinzie, the PWRL Bookkeeper / Secretary, is dealing with her husband's medical needs. Gene is currently on hospice care at their home and Sheila is the primary caregiver. Leave time will be reconciled as needed when she is back at the Library.
- Leave time for all staff is scheduled to be expended by year end. Judith noted though that due to open positions and various shifting of responsibilities it may not be possible for her to take off the time that she has scheduled in December. After discussion Pam Bales moved that if due to extenuating circumstances the Director is unable to expend her full leave time balance in 2019, she may carry that balance over into 2020. Nina Imthurn seconded the motion and the motion carried.
- NEW BUSINESS:
- RESOLUTION ON GAAP WAIVER FOR THE 2019 FINANCIAL YEAR: After discussion, Sandie Jensen moved that the Board approve a Resolution for a GAAP Waiver and to allow the appropriate officers to sign. Alicia Matson seconded, and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2019 financial year using a cash basis format.
- DIRECTOR'S CONTRACT AND VACATION: The Board discussed the Director's proposed contract for 2020. The salary in the proposal is equal to the amount budgeted for the Director's salary in the 2020 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, Paulette Simecka moved that the Board offer the current director the proposed contract for 2020 and allow the appropriate officers to sign. Sandie Jensen seconded, and the motion carried.
- Judith Cremer, the current PWRL Director, accepted the Board's offer.
- 2020 PAYROLL: After discussion, Sandie Jensen moved that the Board approve the 2020 payroll, not to exceed \$431,785.00, which includes both the General and Employee Benefits Funds and an approved transfer of \$4,217.00 from the Capital Improvement Fund to the General Fund for salaries and wages. Alicia Matson seconded the motion and the motion carried.
- This motion allows EFT transfers for payroll in 2020, even if any issues with scheduling were to prevent a regular board meeting.




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- STATE GRANTS IN-AID: Alicia Matson moved that the appropriate officers be allowed to sign the 2020 grant application when it is received, if a signature is required. Sandie Jensen seconded the motion and the motion carried.
- CAPITAL IMPROVEMENT FUND: After discussion, Paulette Simecka moved that any unexpended amounts in the 2019 General and Employee Benefits Funds be transferred into PWRL's capital improvement fund once the 2019 financial year has been closed. Sandie Jensen 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. Paulette Simecka seconded the motion and the motion carried.

- HOLIDAY OPEN HOUSES AT THE LIBRARY: Holiday open houses are scheduled at each location as follows:

Location	Date	Time
Westmoreland	Saturday, Dec. 7, 2019	10:00 a.m. – 6:00 p.m.
Eskridge	Tuesday, Dec. 10, 2019	10:00 a.m. – 2:00 p.m.
Onaga	Wednesday, Dec. 11, 2019	9:00 a.m. – 5:00 p.m.
Harveyville	Saturday, Dec. 14, 2019	10:00 a.m. – 11:30 a.m.
Harveyville	Tuesday, Dec. 17, 2019	10:00 a.m. – 3:00 p.m.
St. Marys	Tuesday, Dec. 17, 2019	10:00 a.m. Storytime; 1:00 p.m. – 3:00 p.m.
Alma	Wednesday, Dec. 18, 2019	3:00 p.m. – 6:30 p.m.
Alta Vista	Wednesday, Dec. 18, 2019	10:00 a.m. – 6:30 p.m.
Olsburg	Thursday, Dec. 19, 2019	10:00 a.m. – 3:30 p.m.

- BOARD MEETING DATES FOR 2020: 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 emailed to the Board on Wednesday, December 18<sup>th</sup>. The plan for signing checks is as follows: The checks will be delivered for signature to Pam Bales at Alma on Wednesday, December 18. Nina Imthurn and Paulette Simecka will come to the Library at St. Marys and sign checks on Thursday, December 19<sup>th</sup>. If circumstances change, other Board members may be called on to coordinate and sign checks as needed.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:27 PM.

  
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Chairman

Secretary