

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 29, 2017 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 PM. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board member: Nina Imthurn; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be adopted with the following changes. Number 3 under New Business was corrected to read 2018 Payroll. Capital Improvement Funds was added as number 5 under New Business. Civil Rights Compliance Forms was renumbered as number 6 under New Business. Holiday Open Houses @ the Library was renumbered as number 7 under New Business. Board Meeting dates for 2018 was renumbered as number 8 under New Business. Nina Imthurn seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE OCTOBER 24, 2017 MEETING: Nina Imthurn 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 the Library received ad valorem funds from Pottawatomie County in the amount of \$11,099.00. Of that amount, \$8,305.00 was allocated to the General Fund and \$2,794.00 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR: Judith will attend an NCKL Executive Committee meeting on November 30. Members of the NCKL Executive Committee will vote on officers for 2018 at that meeting.
- REPORT OF DIRECTOR:
 - Melanie Smith, St. Marys Branch Librarian, won a \$300 library grant at the KLA conference. The money was used to partially finance the purchase of a new book binding repair machine.
 - A representative from KPERS presented PWRL's final KPERS audit report to Judith and Sheila this morning. Only one clerical issue was discovered during the process. KPERS has subsequently invoiced the library for \$13.59 to correct this error.
 - PWRL has received a check in the amount of \$71.00 as partial restitution of the funds taken during a break-in that occurred at the Eskridge Branch Library in July. At the time of the break-in, it was determined that \$142 had been stolen from the library. The check received is equal to half of that amount.
 - Residents voted 112 to 71 not to approve the November ballot issue that asked if the City of Westmoreland should be allowed to increase its budget in 2018 and subsequent years and impose an increase of 5 mils for the purpose of organizing and operating a public library for the City of Westmoreland. PWRL will continue to do all we can to provide the best possible library service to the Westmoreland community as part of the Regional Library System.
 - Judith has been working with local historian Greg Hoots on a project at the PWRL Eskridge Branch Library. Mr. Hoots has scanned the small collection of historic photos at that location and added them to a larger collection he has gathered over time. He has subsequently posted a story about the project with links to the photos online to the Wabaunsee County Historical Society website. Mr. Hoots has also

offered to give PWRL a flash drive with copies of the entire collection of digitized photos for our collection.

- The City of St. Marys replaced the concrete sidewalk leading to the front steps of the St. Marys Branch Library. It looks great and both staff and patrons are grateful for this improvement.
- The Onaga Branch Library's interior was successfully painted over the Veterans' Day weekend. Staff at the Onaga Branch report that they are very happy with the results.
- The 2018-2019 William Allen White Children's Awards book list has been released in advance to libraries, in order to allow them time to order copies of the featured titles and get them ready for circulation prior to the list's general release in April 2018.
- The Wabaunsee County Signal Enterprise printed a photo from the PWRL Eskridge Branch Library's Halloween Storytime with the children in costume.
- A staff meeting was held on November 3. Staff discussed the upcoming Summer Reading Program. The 2018 Summer Reading Program theme will be "Libraries Rock."
- The Library purchased a new 27" laminator for staff use. The machine the library previously used broke down several years ago and was not repairable.
- Staff members at St. Marys have been utilizing the library's Cricut dye-cut machine to decorate the library for the upcoming holiday season.
- Judith told the Board she took some vacation the first part of November. She has worked with full time staff to insure that all staff leave time is scheduled to be expended by year end.
- STAFFING: On November 6, Michelle Pedergnana, PWRL's Collection Development manager emailed Judith her resignation. She has accepted a job in Colorado.
- Jennifer Wenderott, Alma Assistant Librarian, has also submitted her resignation. Her last day was today. She has taken a full-time position with benefits elsewhere.
- On November 8, we learned of the passing of Don Mathies, husband to Alma Branch Librarian, Joyce Mathies. Joyce had been out on leave to care for her husband, but she intends to return to her regular schedule at the library by December 1st. Don was a good man, and he will be sorely missed.
- Vicky Jones, former PWRL Processing Clerk, has been re-hired as a substitute librarian and will come back to help fill in the schedule at the Alma Branch Library until the open Assistant Branch Librarian position can be filled.
- UNFINISHED BUSINESS:
Kansas Reads to Preschoolers - November 12-18, 2017: Each PWRL location did special programming both inside and outside the library during the week of Kansas Reads to Preschoolers, November 12-18. A total of 255 children participated in PWRL programs at all locations during the week.
- NEW BUSINESS:
- RESOLUTION ON GAAP WAIVER FOR THE 2017 FINANCIAL YEAR: After discussion, Linda Tessendorf moved that the Board approve a Resolution for a GAAP Waiver and allow the appropriate officers to sign. Nina Imthurn seconded and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2017 financial year using a cash basis format.
- DIRECTOR'S CONTRACT AND VACATION: The Board discussed the director's proposed contract for 2018. The salary in the proposal is equal to the amount budgeted for the director's salary in the 2018 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, Nina Imthurn moved that the Board offer the current director the proposed contract for 2018 and allow the appropriate officers to sign. Paulette Simecka seconded and the motion carried. Judith Cremer, PWRL Director, accepted the Board's offer.
- 2018 PAYROLL: After discussion, Paulette Simecka moved that the Board approve the 2018 payroll, not to exceed \$405,312.72, which includes both the general and employee benefits funds. Nina Imthurn

seconded and the motion carried. This motion allows EFT transfers for payroll in 2018, even if any issues with scheduling were to prevent a regular board meeting.

- **STATE GRANTS IN-AID:** Linda Tessendorf moved that the appropriate officers be allowed to sign the 2018 grant application when it is received, if a signature is required. Paulette Simecka seconded and the motion carried.
- **CAPITAL IMPROVEMENT FUND:** After discussion, Paulette Simecka moved that any unexpended amounts in the 2017 general and employee benefits funds be transferred into PWRL’s capital improvement fund once the 2017 financial year has been closed. Nina Imthurn seconded and the motion carried.
- **CIVIL RIGHTS COMPLIANCE FORMS:** Linda Tessendorf moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive, if signatures are required. Nina Imthurn seconded the motion and the motion carried.
- **HOLIDAY OPEN HOUSES AT THE LIBRARY:** Holiday open houses are scheduled at each location as follows:

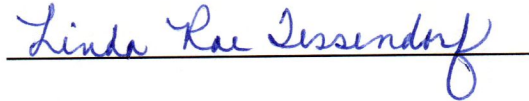
Location	Date	Time
Westmoreland	Saturday, Dec. 2, 2017	10:00 a.m. – 6:00 p.m.
Onaga	Friday, Dec. 8, 2017	10:00 a.m. – 2:00 p.m.
Harveyville	Saturday, Dec. 9, 2017	10:00 a.m. – 11:30 a.m.
Eskridge	Tuesday, Dec. 12, 2017	10:00 a.m. – 4:00 p.m.
Alma	Wednesday, Dec. 13, 2017	1:00 p.m. – 4:00 p.m.
Harveyville	Tuesday, Dec. 19, 2017	11:00 a.m. – 3:00 p.m.
Alta Vista	Wednesday, Dec. 20, 2017	11:00 a.m. – 6:00 p.m.
St. Marys	Wednesday, Dec. 20, 2017	1:00 p.m. – 4:00 p.m.
Olsburg	Thursday, Dec. 21, 2017	10:00 a.m. – 3:30 p.m.

- **BOARD MEETING DATES FOR 2018:** The next Library Board meeting will be held on Wednesday, January 31, 2018, at the St Marys Branch Library and is scheduled to start at 5:30 p.m. 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 Tuesday, December 19th. The plan for signing checks is as follows: Nina Imthurn and Paulette Simecka will come to the library at St. Marys and sign checks on Wednesday, December 20th. The checks will be delivered for signature to Deb McClain-Williams at Olsburg on Thursday, December 21st. If circumstances change, other Board members may be called on to coordinate and sign checks as needed. Pam Bales will submit her signed consent form at the Alma Branch Library by Wednesday, December 20th, so that it can be returned to the St. Marys Branch Library via regular library transportation route that same day.

- The tentative schedule for the 2018 Board meetings was printed on the November agenda. Judith asked Board members for a consensus on the tentative dates.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:28 PM.



Chairman



Secretary