

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 28, 2018 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. Others present were board members: Nina Imthurn, Sandie Jensen; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Sandie Jensen moved that the agenda be approved as presented. Nina Imthurn seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE OCTOBER 30, 2018 MEETING:** Nina Imthurn moved that the minutes be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The Board received a thank you card from Joyce Mathies.
- **REPORT OF TREASURER:** Judith reported the Library received ad valorem funds from Pottawatomie County in the amount of \$16,658.00. Of that amount, \$13,528.00 was allocated to the General Fund and \$3,130.00 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. Nina Imthurn seconded the motion and the motion carried.
- **REPORT OF DIRECTOR:**
 - Monday, November 26, the Onaga, Alma, and Westmoreland locations were closed due to inclement weather. Other locations including St. Marys and Eskridge were open as usual. By consensus, the Board decided that the Library Director may close any Library location when the local school district is declared closed due to inclement weather. Staff must still communicate with the Director to receive the official determination.
 - October 31st was Joyce Mathies last day as the Alma Branch Librarian and a reception was held that day for her at the Alma Branch Library. 135 people attended and St. John's Lutheran School created an oversized library card for Joyce that all the children had signed.
 - Judith worked on training Lorelei Wilson, the new Alma Branch Librarian, at the Alma Branch Library on November 5, 7, 8, and 9.
 - November 8th, Judith and Elizabeth attended an NCKL technology workshop in Manhattan.
 - The evening of November 8th, Judith assisted with the Africa travel presentation given by Paul and Nancy Crenshaw Miller at the Alma Branch Library. Despite inclement weather, the talk was well attended with 20 people.
 - PWRL sponsored multiple events both inside and outside the Library for the annual Kansas Reads to Preschoolers program during the week of November 5-10.
 - Judith shared Storytime photos from multiple locations for the Board members to view.
 - Staff vacations are scheduled and being taken before the end of the year.
 - Judith told the Board she has been busy finalizing book orders so that they are completed in anticipation of the closing of the financial year.
 - Judith has hired Shana Schmidt as the new Substitute Librarian at Westmoreland. Shana teaches 9th and 10th grade English at Rock Creek. Judith will begin training her in this new position on December 8. Due to staffing availability, and in consideration of community requests for library service hours, the decision was made to adjust the hours at Westmoreland effective as of December 1. The hours of operation on Thursdays will now be 4:00-7:00 p.m. and on Saturdays will be 9:00 a.m.-2:00 p.m. The service hours on Monday will continue to be from 10:00 a.m. – 1:00 p.m.; 1:30 – 6:00 p.m.

- After receiving the go-ahead from Board Chairman Pam Bales, Judith took advantage of Black Friday discount pricing and ordered components and monitoring plans from the SimpliSafe Security System for all PWRL library location. The discount amounted to a savings of over \$2,000 for the Library and provided a free month of service and a free camera for each location. The security systems will be installed once all the components are delivered in the New Year.
- Catholic Charities published another article in their monthly newsletter referring to PWRL's Summer Food Program.
- Jan Brown, Eskridge's Branch Librarian, is currently in the hospital due to emergency surgery.
- The Eskridge Branch is continuing to have issues with leaking. Eskridge employees have reported a problem with a number of ceiling tiles that have become saturated and in danger of falling down. The building owner is currently out of town, but he has been notified and has been responsive to the need to address the situation.

- UNFINISHED BUSINESS:
- POLICY UPDATE - EMERGENCY: Judith contacted Chris Trudo, Pottawatomie County Emergency Management Coordinator, and asked that he review the proposed updates to the Emergency policy. Mr. Trudo indicated that there were some areas of the policy that could be simplified. He agreed to meet with Judith, along with the Sheriff and new St. Marys Police Chief, on December 13th for further review. He recommended that the Board approve the updates to the Emergency policy update and then revisit the policy in the New Year to incorporate any further edits that may result from their feedback.
- Nina Imthurn moved that the Board approve the Emergency Policy Update as presented. Sandie Jensen seconded the motion and the motion carried.

- NEW BUSINESS:
- LEASE AGREEMENT – ALMA: The sale of the building housing the Alma Branch Library to the Alma Area Foundation closed on November 26, 2018. Judith received approval from the Alma Area Foundation on the new lease amendment agreement, and Robert Yonke, the former building owner, has agreed to review the document. Sandie Jensen moved that the Board approve the new lease amendment agreement documenting the transfer in ownership of the building from Robert Yonke to the Alma Area Foundation. Nina Imthurn seconded the motion and the motion carried.
- Judith reported that there is an issue about snow removal for the Alma Branch Library location. Previous agreements for this service have expired. The Board discussed possible options for snow removal, but no action was taken.

- RESOLUTION ON GAAP WAIVER FOR THE 2018 FINANCIAL YEAR: After discussion, Linda Tessororf moved that the Board approve a Resolution for a GAAP Waiver and to allow the appropriate officers to sign. Sandie Jensen seconded and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2018 financial year using a cash basis format.

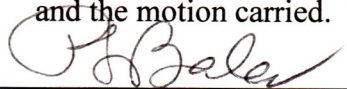
- DIRECTOR'S CONTRACT AND VACATION: The Board discussed the Director's proposed contract for 2019. The salary in the proposal is equal to the amount budgeted for the Director's salary in the 2019 budget. The proposal includes 22 days of earned vacation time, as allowed per library policy for a director having worked for five years in that position.
- After discussion, Nina Imthurn moved that the Board offer the current director the proposed contract for 2019 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.

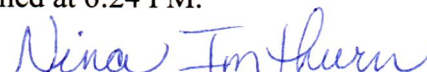
- 2019 PAYROLL: After discussion, Sandie Jensen moved that the Board approve the 2019 payroll, not to exceed \$420,173.00, which includes both the general and employee benefits funds and an approved transfer of \$4,060.00 from the Capital Improvement Fund to the General Fund for salaries and wages. Nina Imthurn seconded the motion and the motion carried.

- This motion allows EFT transfers for payroll in 2019, 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 2019 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, Linda Tessendorf moved that any unexpended amounts in the 2018 General and Employee Benefits Funds be transferred into PWRL’s capital improvement fund once the 2018 financial year has been closed. Nina Imthurn seconded the motion and the motion carried.
- CIVIL RIGHTS COMPLIANCE FORMS: Nina Imthurn moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive, if signatures are required. Sandie Jensen 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. 1, 2018	10:00 a.m. – 6:00 p.m.
Onaga	Friday, Dec. 7, 2018	9:00 a.m. – 5:00 p.m.
Harveyville	Saturday, Dec. 8, 2018	10:00 a.m. – 11:30 a.m.
Eskridge	Tuesday, Dec. 11, 2018	10:00 a.m. – 2:00 p.m.
Alma	Wednesday, Dec. 19, 2018	3:00 p.m. – 6:30 p.m.
Harveyville	Tuesday, Dec. 18, 2018	10:00 a.m. – 3:00 p.m.
Alta Vista	Wednesday, Dec. 19, 2018	10:00 a.m. – 6:30 p.m.
St. Marys	Friday, Dec. 21, 2018	10:00 a.m. Storytime; 1:00 p.m. – 3:00 p.m.
Olsburg	Thursday, Dec. 20, 2018	10:00 a.m. – 3:30 p.m.

- BOARD MEETING DATES FOR 2018: 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 19th. The plan for signing checks is as follows: The checks will be delivered for signature to Pam Bales at Alma on Wednesday, December 19. Nina Imthurn and Paulette Simecka will come to the library at St. Marys and sign checks on Thursday, December 20th. If circumstances change, other Board members may be called on to coordinate and sign checks as needed.
- ADJOURNMENT: Nina Imthurn moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:24 PM.





Chairman

Secretary