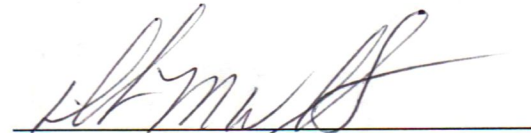


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, August 31, 2016 at the Eskridge Branch Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:40 p.m. Linda Tessendorf was Secretary. Others present were board members: Pam Bales, Sandie Jensen; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be adopted as presented. Linda Tessendorf seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JULY 27, 2016 MEETING: Pam Bales moved that the minutes be approved as presented. Linda Tessendorf seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None.
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Pam Bales seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
  - The NCKL Budget meeting ran smoothly on August 4th.
  - NCKL is offering a training session for supervisors on conflict resolution and communication on September 15th. Judith will be attending.
  - The majority of PWRL's computers have been transitioned from LogMeIn to Screen Connect so that computers can be updated and some problems fixed remotely.
- REPORT OF DIRECTOR:
  - The cost of the annual insurance renewal increased 5.1%; however, this increase falls within what was budgeted for insurance. There may still be a small charge for the Workers Comp. policy following the completion of the annual insurance audit.
  - On August 27th, Julie Homan, PWRL's previous Bookkeeper, came in as a financial consultant to help train Sheila in some of the Bookkeeper tasks. Her payment for this consultation will appear on next month's financial under contractual services.
  - A staff meeting was held on August 26th. Topics of discussion included the library budget and reviewing security procedures in relation to patron conduct.
  - PWRL recently received a very generous donation of around 400 classic movies on DVD from a patron, and Judith used the staff meeting as an opportunity to train staff on the procedure for the physical processing needed to add new DVDs to the library collection.
  - Judith interviewed a potential candidate for the Collection Development position on August 12th, but unfortunately, the candidate has decided not to relocate to Kansas from Minnesota and respectfully declined the job offer.
  - Westmoreland Mini Library suffered water damage in the ceiling near the front window above the patron computer desk. The City of Westmoreland has been notified and is in the process of fixing the problem.
  - In regards to the continued need for maintenance and repair at the Eskridge Branch location, there has been a continued issue with the lights working properly. A local electrician was consulted this month to evaluate the potential electrical problems and provide an estimate for repair costs.

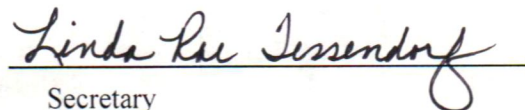
- Brian Johnston came to the Eskridge location before the board meeting and was shown the light fixtures that were inoperable due to ballast problems or in need of replacement bulbs. He was also told about a new problem involving a crumbling firewall above the building's north wall. Johnston stated he may be in negotiations to sell the building, but wished not to disclose more information about the matter until negotiations were complete.
- The husband of Eskridge librarian, Jan Brown, wrote a post on Facebook commending Jan for her hard work at the library and her dedication despite set-backs with the building.
- Within the next couple weeks, Judith, Vicky, and Belinda will be taking vacation days. Remaining staff will be allocated as needed to cover during their absence.
- Collette Goldade has resigned as second Assistant Branch Librarian at St Marys due to another employment opportunity that provided her more preferable hours. The second Assistant Librarian position will be advertised in the St Marys Star for the next two weeks. Judith reported that she and Belinda have already received several applications.
- Sheila McKenzie, the new PWRL bookkeeper, had advised her soon-to-be former employer that she would stay until her replacement was sufficiently trained. Sheila has received notice that a replacement has been hired, and therefore Sheila will be able to start working a regular 8:30 a.m. – 3:00 p.m. schedule starting September 19th.
- UNFINISHED BUSINESS:
- 2016 SUMMER READING PROGRAM: PWRL ended up with great photos of participants in the Summer Reading Program at all locations. Judith passed a collection of photos that had been taken during the second half of the Summer Reading Program for Board members to review.
- Staff and volunteers were able to serve a total of 2,850 lunches during the Summer Food Program that was held in conjunction with the 2016 Summer Reading Program. The lunch program was stressful for staff members, but it served a need in the communities served by PWRL. The overall donation value of the lunches served was estimated to be \$15,530.
- Overall, the Summer Reading Program had volunteers donating 283.5 hours of personal time; 9,120 books were read; and in June and July, PWRL had 12,885 physical items checked out and 330 digital check-outs.
- ST MARYS LEASE AGREEMENT: The City of St. Marys sent a proposal for the renewal of PWRL's lease for the building housing the St. Marys Headquarters library. The proposal for 2017 asked for no change in terms, including a continued rent amount of \$550/month. Of note, the City included a new plat map of the rental property reflecting changes from the sale of the two lots south of the library to a private individual at an auction on May 19, 2016. Pam Bales moved to accept the proposed lease renewal with the City of St Marys for \$550/month for the year of 2017. Sandie Jensen seconded the motion and the motion carried.
- WESTMORELAND SERVICE HOURS: We have heard that the City of Westmoreland has put together a Library committee, but they have not included PWRL in this process. We were told that Mrs. Janet Goodenow has been named head of this committee. Staff at Westmoreland reported that she came and requested copies of the July Board Meeting minutes on August 29<sup>th</sup>, but was advised that the minutes would not be made available until after they were approved by the Board at August 31<sup>st</sup> meeting. Mrs. Goodenow declined to speak to the director at that time, and has not since communicated anything for the Board's consideration.
- Judith attempted to contact Jim Moore regarding his offer of allowing PWRL to send out a box holder mailing to the residents of Westmoreland. Mr. Moore had agreed to send specifications for the mailing but none were received. Judith was advised on August 8 that Mr. Moore was currently traveling out of country and will not return until the end of the month. We will continue to attempt communication with Mr. Moore regarding the mailings.
- After discussion Sandie Jensen moved that PWRL Westmoreland Mini Library be opened for the additional hours of 3:00-7:00 PM on Thursdays, starting September 15, for a trial period extending to

the end of the year, after which the Board will reevaluate the success of extended hours at PWRL's Westmoreland location. Sallie Force, Onaga Assistant Librarian and Monday evening substitute librarian at Westmoreland will work the additional 4 hours at a rate of \$8.95/hour. The total additional cost of these hours over 15 weeks has been estimated to total \$537.00, and the Board believes PWRL will be able to afford the extra cost for the trial period. Pam Bales seconded the motion and the motion carried.

- Judith will contact the Westmoreland City Clerk to communicate with the City of Westmoreland City Council about the trial period of additional hours for PWRL Westmoreland Mini Library from 3:00-7:00 p.m. September 15-December 29, 2016.
- NEW BUSINESS:
- PROGRAMS AND PROMOTIONS:
- A Bluegrass Jam Session is scheduled at the Alma Branch Library on September 3.
- Fall Storytime sessions are scheduled to start soon. Alma, Eskridge, and Onaga will start on September 6, and St Marys will start on September 13.
- An information panel on the Historic Preservation in the City of Native Stone including Dave Stuewe (buildings on Main Street), the Wabaunsee County Historical Society (Polanski Hall), Andy Badeker (the Wabaunsee County Courthouse and the Alma Hotel), and Patty Reece (The Volland Store) will take place at the Alma Branch Library on September 15 at 7:00 PM.
- Alta Vista Old Settlers' Day will take place on September 24. Elizabeth and Wendi Rodgers, the Mini Librarian / Route Driver, will be representing the Library in the parade.
- This year's Harveyville Fair (and parade) has been canceled. However, there will be a Memorial Lawn Mower Pull for Rick Slade taking place in Harveyville on September 24.
- The annual conference for the Kansas Library Association will take place in Wichita on October 19-21. Judith, Belinda, and Elizabeth will be attending. Board members were invited to attend. Anyone interested was encouraged to talk with Judith.
- Details of the Eskridge Fall Festival have not yet been confirmed, but the Eskridge Branch Library will likely have a book sale at the library during the festival.
- Elizabeth is finishing the September 2016 PWRL Newsletter and it will be sent out soon via MailChimp to all patrons who have e-mail addresses on file. It will also soon be available in print at all PWRL locations.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, September 28, 2016 at 5:30 P.M. at the Olsburg Mini Library.
- ADJOURNMENT: Linda Tessendorf moved to adjourn the meeting. Sandie Jensen seconded and the motion carried. The meeting was adjourned at 7:30 P.M.



Chairman



Secretary