

**NCKL Directors' Meeting
February 12, 2008
Enterprise Public Library**

Sally Frank - Enterprise, served as hostess and Carol Barta chaired the meeting. The meeting was called to order at 10:06 AM.

Present:

Connie Avery – Solomon	Kara Cromwell – Abilene
Judith Cremer – Pott/Waub	Fred Atchison –NCKL
Maribeth Turner – Pott/Waub	Carol Barta –NCKL
Judy Fuemmeler – Herington	Marcia Allen - NCKL
Sharron Long – Hope	LaDonna Clark –NCKL
Carol Frasure – Chapman	Richard Miller – NCKL
Anne Teghtmeyer – Council Grove	Ann Pearce - NCKL
Sue Blechl – Emporia	

Meeting Rooms

Most libraries ask that the function be open to the public. Some libraries charge for use of the meeting room so there is revenue coming into the library. Most libraries don't charge, however some do charge a cleaning fee. A flexible policy is a good idea. There are no commercial ventures allowed. There is a fine line in a book signing since the author is making money. There are no easy answers. There are some libraries that do allow private parties such as receptions and showers. Depending on the community, this could be a very important service. Every community is unique in needs and interests. Manhattan's policy states that the meeting room is for civic, non-profit, cultural, educational types of usage. The technology classroom is open to training because of the funding and the way the classroom was started. Any kind of computer training is acceptable. Libraries rely on their meeting rooms for their own programming. Care has to be taken to give each organization fair treatment. Even if an organization has unpopular viewpoints, if they meet the library's criteria, you need to allow them access to the room. Many libraries state that the meeting room can't be booked on a regular basis. Organizations can book a time for two consecutive slots, but not for the whole year. All library events have precedent. Many libraries have added an outdoor access so the room is available after library hours. There are a number of resources available through NCKL's professional library.

Legislative Day

February 21, 2008 is Legislative Day. Copies of the push card were handed out. The other side of the push card is a list of talking points that Cindy Hickey prepared for the statewide youth services consultant. NCKL will pay mileage for one vehicle per library and lunch costs.

Schedule of the day was sent on KAN-LIB-L. If you are unable to go, please write letters. There are two things listed that made the Governor's budget; courier system and the second was the youth services consultant position. There will be a help desk at the state capitol to make it easy for those who have not attended before. It's great if you can bring a trustee with you.

Library Kamp Kansas

Library Kamp Kansas is an unconference and it is going to take place at K-State on March 18. The topic of the meeting will be decided that day. Brenda Hough is the contact person for this event. If you are interested in talking about some library issue with other librarians, show up at K-State.

Permission Slips for Summer Reading Fieldtrips

Emporia does require permission slips if parents are not going to be at the event. The library requires permission slips for after hour events with emergency contact information. Pott/Waub had to receive permission from parents to hand out library cards to second graders. Council Grove asks contact information for story times. Manhattan requires children 7 years and younger to have an adult with them. "Unattended children" is a very important policy to have.

When behavior becomes a serious issue, you need to be as consistent as you can. It is always a good idea to write down incidents when they happen. If the person is banned from the building, a written explanation of the ban should be sent to the individual. If it is a minor, the explanation should be sent to the parent or guardian. Documentation is critical. Write the date down that the person will be allowed to enter the building.

Bad language should be a part of expectations for good behavior. Children can be told to stay home for a day for using bad language. Expectations of good behavior should be communicated to children that have a hard time staying out of trouble. There is a difference between coaching a child and policy issues.

Gates Grants

For those libraries that are participating in the Gates Grant, if you can't find a trustee to go with you to the training, you can find a friend of the library, even if you don't have an official "friends group." The Gates Foundation wants a community person, so a mayor or another city official will work. The requirement is met if the director is in attendance. The training will be March 18 and 19. There is an event the evening of the 17th.

Sunflower SOL

There are nine workshops across the state of Kansas. The closest ones will be in Manhattan and Salina. It is an outreach program. The Spanish population does not come to the library. There was an e-mail sent out that gave the information about the workshop. There is a CD that you will receive.

Policy - Concerning Salary Increases and Merit Pay

What can you state in a policy concerning increases in pay that the staff can depend on? Some libraries give a cost-of-living increase every year, depending on resources. It is not written down as a policy. The library board tries to match what the city does in some libraries. Library wages are usually lower in comparable jobs, so it is a priority to give employees raises. If it was in the policy, then the board could point to the policy when giving raises. Right now, there are no pay ranges. Manhattan tagged on to the city process. Trying to match what your city does is a good starting point. If the city gives across the board raises, then you have a stronger case to make for library employees. The problem is that when employees receive pay raises, other parts of the budget are cut. Unless you have a labor contract, which no one does, there is always this “if” factor. Other circumstances are going to affect the decision from year-to-year. You want your board to understand the importance of employees not losing ground. Raises become very important when staff receive no other benefits. Cost-of-living figures are available. You can find the Consumer Price Index at <http://www.bls.gov/cpi/>. Manhattan has a cost-of-living and a merit piece. Sometimes cost-of-living is all that can be met, due to financial constraints. Merit is tied to performance reviews. There is a checklist Manhattan uses when we have a new position to help determine the salary. You have to be able to justify salaries. The consumer price index for this year will be added to the NCKL blog.

Training Calendar Update

March 25 – Summer Reading Workshop at Manhattan

April 25 – Cataloging Workshop

May 8 – Book Fair

August 7 – Full system board meeting

September 12 – Book Repair Workshop

October (no date) – Early Literacy Workshop

Purchasing

How do libraries pay for items that cannot be invoiced and paid with the regular monthly bills? Some libraries have a debit card that works well. Some directors have authorization to make purchases up to a certain amount without board approval. Routine purchases are presented to the board after the fact. A credit card gives you flexible for purchases, but it also gives you a monthly statement. For janitorial supplies, you might want to use a company that will send you a monthly bill. Some libraries have a membership at Sam’s Club to save money.

Automation Updates

There is a possibility of another round of grants from the state. Carol has three libraries who are interested in forming a consortium. More libraries need to sign up for the next round. Spectrum and InfoCentre will be gone in the next couple of years. If you would like to see an example of an integrated catalog, go to <http://www.swkls.org/swiftnet.htm> and look at Southwest’s. Each library has its own page. VERSO is doing a sweep monthly and anything that has been entered gets picked up into the KLC. The libraries that do not have an automation system yet, are the first priority in this grant. Last time the state paid about 50%, the library paid 40%, and NCKL paid 10%. Costs will vary depending on the size of the collection and whether the vendor is going to host the server or not. The cost of having to upgrade the server and all the other costs

associated with hosting your own server, it seems cost effective to let the vendor host the server. Heather, from Waterville, is a good contact for VERSO questions. Waterville was the first library to have the system up and running. Since libraries will be sharing the same catalog, ILLs between the libraries should be simplified since you can see if a copy is available. There is no move toward a regional wide consortium. More discussion should happen to see if Hartford and Allen could be integrated into the Emporia system. Central KS Library System has gone with an open source product called Koha. They hired a vendor to customize the product for their system. They also hired an extra staff person to implement the program.

Bar coding project: it would be a good idea to close the library and ask branch staff to come and help for the bar coding project at Pott/Waub. If you can train some volunteers, that would be great. The smart bar codes should give you the call number down to the copy. The bar code is unique to the book. Most libraries used dumb bar codes. Clay Center used some smart bar codes, but not all.

Dates for 2008 Directors Meetings

May 19

August 28

November 21