

**North Central Kansas Libraries System
Executive Committee Meeting
January 27, 2011**

President Marshall Havenhill called the January meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:05 a.m. in the North Central Kansas Libraries System office. Members present: Marshall Havenhill, Janet Keller, Janet Duncan, Marilyn Hund, Wendy Mitchell, Gail Daugherty, Robin Ottoson, Eric Benson, Susan Davis, and Jamie Kelley. Absent: Susan Adamchak. Proxies sent: Gwen Owens-Wilson, Susan Moyer, and Mary White. NCKLS staff present: Fred Atchison, Director; Carol Barta, Assistant Director; Marcy Allen, Collection Development and Processing Manager; Richard Miller, Technology Consultant; LaDonna Clark, Technology Trainer; Jennifer Lund, Business Manager; and Ann Pearce, Consultant.

Marilyn Hund made a motion to approve the December 2, 2010 minutes. Gail Daugherty seconded the motion. Motion approved.

Director Atchison presented the financial statements for December 2010 and January 2011.

**Period Ending 12-31-2010
Summary of Expenses**

General Account	99,808.66
Employee Benefit Account	20,971.34
NCKLS State Aid Account	20,542.97
Talking Books Grant	1,999.40
Member Library (Local Funds Accounts)	22,309.65

**Period Ending 1-27-2011
Summary of Expenses**

General Account (2010)	39,400.84
General Account (2011)	3,127.20
Employee Benefit Account	10,653.48
NCKLS State Aid Account	4,404.25
Talking Books Grant	2,019.33
Member Library (Local Funds Accounts)	2,363.01

On the revenue page for December, it lists the shortfall for 2010 as \$67,027.65. The actual shortfall for 2010 is \$4,077.00. The issue is that in looking at tax revenues, we failed to adjust our projections of expected income from taxing counties. On the same page, the total revenue on 2010 budget is listed as \$84,598.09, but should read \$17,570.44. This is \$84,598.09 - \$67,027.65 = \$17,570.44. Mike Rogers, the auditor, was consulted on this matter. NCKLS finished the year in good financial shape. The Business Manager predicts the carryover will be \$94,065.00 which is a very decent carryover. There are a few entailments that will be charged back to this budget. Our

expenditures for the month of December are routine in nature. The expenditures for January are routine in nature.

Robin Ottoson made a motion to approve the financial statements with the stated changes and explanation, and payment of all outstanding bills. Eric Benson seconded the motion. Motion approved.

Director Atchison introduced Jennifer Lund, the newly hired Business Manager. Jennifer and her family are from Grand Forks, North Dakota. Her husband is with Menards which will be opening a store in Manhattan. Jennifer said Manhattan seems to be a good match for her family. My daughter is in high school and my son is in 8th grade. I have a degree in accounting and have worked for an accounting firm for the last six years. The board welcomed Jennifer to her new position.

Staff Reports

Fred Atchison, Director

Wanda Shockey's retirement party will be Monday, January 31 from 1 – 3. Board members are welcomed. I'm sure Wanda would enjoy receiving a card. It is an amazing record, having worked for the library for forty-three years. Director Atchison announced his June 1, 2011 retirement. This gives the library boards plenty of time to find a replacement. I have been here twenty-six years and have enjoyed working with such good people. The board wishes Fred and Sue all the best in their new endeavor.

Carol Barta, Assistant Director

Since the training on circulation ILL module was held, Marion and Chapman have decided to move from Verso Classic to Illuminar.

Marcy Allen, Collection Development/Processing

Marcy invited board members to see the positive reconfiguration of the third floor. The pace of work is picking up.

Ann Pearce, Consultant

The latest issue of the *Manhattan Magazine* has an article about the three Pilot Clubs in Manhattan. The grant to the Assistive Technology Center is featured as part of the article. In the January/February 2011 issue of *Keynotes*, published by the North Central-Flint Hills Area Agency on Aging features an article about the changes in the Talking Book program and the Assistive Technology Center.

Richard Miller, Technology Consultant

Report stands as written.

LaDonna Clark, Technology Trainer

NCKLS website on My Kansas Library server is in the works. The URL is <http://nckls.mykansalibrary.org>. Richard will soon add a redirect so people will be directed to the new web site and not the old.

Board Comments

Marysville has had their renovation plans approved by the library board. The plans call for a repurposing of the existing space. The price tag is \$300,000. Now it has to be approved by City Council.

Unfinished Business

There is no unfinished business.

New Business

The trustee job description did not receive a lot of feedback. The job description has been adapted from a document created by the Wisconsin State Library. The challenge for us is that a system board has different responsibilities from a public library board. This is a consortia board. Most people around this table either sit on a board or work with a board. We would like to give you the opportunity to review this document, clarify, and add your thoughts. Think about the document in terms of the benefit to a new board member. We will go over your comments and editing suggestions at the next meeting.

Jamie Kelley made a motion to table the discussion and action of the trustee job description until the next meeting of the Executive Committee. Marilyn Hund seconded the motion. Motion approved.

Election of Officers

Slate of Officers:

Marshall Havenhill – President

Susan Moyer – Vice-President

Mary White – Secretary-Treasurer

All office holders have agreed to serve for another term. There were no nominations from the floor. Gail Daugherty made a motion for nominations to cease and the secretary instructed to cast a unanimous ballot. Jamie Kelley seconded the motion. Motion approved.

Marilyn Hund made a motion to adjourn the meeting. Susan Davis seconded the motion. Motion approved. The meeting was adjourned at 11:03 a.m.

The next meeting of the NCKLS Executive Board will be March 31, 2011 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Marshall Havenhill, President

Ann Pearce, Recording Secretary