

**North Central Kansas Libraries System
Executive Committee Meeting
March 31, 2011**

President Marshall Havenhill called the March meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:01 a.m. in the North Central Kansas Libraries System office. Members present: Marshall Havenhill, Susan Moyer, Mary White, Janet Keller, Marilyn Hund, Gwen Owens-Wilson, Wendy Mitchell, Gail Daugherty, and Eric Benson. Absent: Jamie Kelley, and Susan Davis. Proxies sent: Susan Adamchak, Janet Duncan, and Robin Ottoson. 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; and Jennifer Lund, Business Manager.

Marilyn Hund made a motion to approve the agenda as published. Mary White seconded the motion. Motion approved.

Marilyn Hund made a motion to approve the January 27, 2011 minutes. Mary White seconded the motion. Motion approved. President Havenhill appointed Carol Barta as recording secretary.

Jennifer Lund, Business Manager, addressed the cosmetic changes of the financial statements. The goal is to match the charts in QuickBooks with the actual financial statement. Discussions were held to decide the names of line items for the budget. Line items have been added and subtracted from the financial statements. Members were given a copy of the old January 2011 statement, and a copy of the new January statement for comparison purposes. On the new copy of the statement, the numbers have been reversed showing the following:

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

General Account (2010)	3,069.16
General Account (2011)	56,489.50
Employee Benefit Account	10,653.48
NCKLS State Aid Account	4,250.62
Talking Books Grant	2,019.33
Member Library (Local Funds Accounts)	2,363.01

Lund outlined the changes. The State Aid Account has been changed. President Havenhill asked to have the General Account change explained. In the January statement, Business Manager Shockey had not credited all the income from the taxing counties. That is part of the explanation. Director Atchison told the committee that the discrepancy would be identified and explained.

Under "Other Income," changes reflect specific income items. On page 2, Talking Books salary is separate. Last page has the most changes. A separate line item for Talking Books has been added. There are now more categories reflecting the grants. The extended service grants and the refund of expenditure item details purchasing that the system does on behalf of libraries. For example, if a library has a server to fail, the

system will go ahead and purchase a new server on behalf of the library. The library will then reimburse the system from the library grant. Eventually, the financial statement will come directly from QuickBooks.

Director Atchison presented the financial statements for February 2011 and March 2011.

Period Ending 2-28-2011

Summary of Expenses

General Account (2011)	54,856.61
General Account (2010)	389.79
Employee Benefit Account	5,185.86
NCKLS State Aid Account	6,545.43
Talking Books Grant	2,019.33
Member Library (Local Funds Accounts)	553.09

Period Ending 3-31-2011

Summary of Expenses

General Account (2011)	74,838.80
General Account (2010)	139.76
Employee Benefit Account	9,709.50
NCKLS State Aid Account	10,841.85
Talking Books Grant	2,019.34
Member Library (Local Funds Accounts)	8,309.84

In the February statement, expenses are routine in nature. We did have an unexpected expenditure; the windshield on the rotating book van had to be replaced. During the month of March, we received some income and the expenditures were routine.

Gwen Owens-Wilson made a motion to approve the financial statements, and payment of all outstanding bills. Susan Moyer seconded the motion. Motion approved.

Staff Reports

Fred Atchison, Director

One of the issues in my written report is the Kan-Ed bill (House Bill 2390) that is working its way through the state legislature. I would like Assistant Director Barta to address this topic.

Yesterday, I attended the Broadband Advisory Group meeting that is working on the Gates grant. There was much discussion about Kan-Ed. House Bill 2390 has passed out of the subcommittee to the full house appropriations committee. It is expected to pass to the full house. The legislators would like the partners to pay for Kan-Ed. The partners are schools, hospitals, and libraries which have all experienced significant budget cuts. The fund manager for KUSF feels that the bill will not pass the Senate. The bill does let Kan-Ed continue operations until July 1, 2012, if it does pass. Kan-Ed provides the databases, Homework Kansas, the video conferencing equipment, and T1 connections. Libraries that

receive the T1 from Kan-Ed do not have to file E-rate, because Kan-Ed files on behalf of the libraries.

President Havenhill made the comment that legislators must hear from libraries and be told the effect this bill will have on each library. These budget cuts negatively affect constituents.

The trustee training product to be used for NCKLS Board training is not ready, at this time. The committee has expressed an interest in this type of training. This product lends itself to self directed study. Board time is very limited. We will have more specific information at the May meeting. The State Library of Kansas has contracted with ALTA (Association of Library Trustees and Advocates) for the program called Trustee Academy. They are purchasing as many seats as libraries are interested in having their boards complete the training. Once we reserve a seat, we have a year to complete the training. There will be a trial for the system consultants in April. We have nine libraries that have already asked for seats. There is no cost to the system or library for participation. If a board member completes all five sessions, they will be eligible for trustee certification by the State Library of Kansas.

MPL is remodeling the circulation area. Adult Services will be moving to the circulation desk and the information desk will be removed. The desk has been expanded to provide a better work flow for incoming materials. There will be a certain degree of cross-training.

Carol Barta, Assistant Director

Susan Adamchak wanted me to update the board on the director search. A six member search committee met March 21, 2011. Sixteen applications were received. Four applicants were chosen for phone interviews. The phone interviews will take place Friday, April 1. Following the phone interviews, we anticipate inviting two candidates to Manhattan for a more detailed interview. Updates will continue as the process progresses.

We have a new outlet library in Talmage which is about six miles north of Abilene. They have a referendum on the ballot to become a tax supported library. They want to be tax supported to be eligible for E-rate and grants. Talmage is a community of about 99 people. The historical society and the library are located in the building vacated by the local bank.

Marcy Allen, Collection Development/Processing

Written reports stands. Book Fair is scheduled for May 5.

Richard Miller, Technology Consultant

I looked up the word meritorious. It is an adjective -- *deserving praise, reward, esteem, etc.; praiseworthy: to receive a gift for meritorious service*. Fred will receive the Kansas Library Association award for Meritorious Service – for providing exemplary, sustained service. The award will be presented at the State Librarian's Luncheon on Thursday at KLA.

LaDonna Clark, Technology Trainer

The time management course will be offered two more times. One session will be in Hillsboro and the other in the Pott-Waub area. I am also working with new directors to see what training they are interested in.

Board Comments

President Havenhill reminded committee members of the fire at the Americus Township Library. The fire originated with a surge protector being hooked to another surge protector and it overheated. It was a sooty fire and the library is in the process of cleaning and restoration. The library doors should be open soon. The cost is in the range of \$25 – 60 K. Insurance will cover the damages.

Director Atchison commented on Pearce's written report. This is an example of MPL and NCKLS working together. A grant was written for the Assistive Technology Center for \$10,000. This grant has two more rounds. The second round grant for \$5,000 was awarded in February. The grant is being used for equipment and software to do outreach presentations around the system. This outreach component compliments her role as BPH consultant. This type of equipment is beyond the reach of most libraries to present to their communities. Contact Ann if you would like a presentation at your library.

Unfinished Business

Copies of the trustee job description were handed out to committee members. We received valuable feedback from committee members. We present the job description again to see if there are any additional comments or suggestions. We are also seeking formal approval of the committee.

Assistant Director Barta received comments from Susan Adamchak. Susan had a question on page 2, point 4. To what extent does the system board set salary rates and benefit packages? Do local communities have a role and does that need to be stated more explicitly? Dr. Havenhill pointed out that MPL sets salary. He suggested point 4 be taken out entirely. Director Atchison stated the system board does approve salary and benefits by virtue of approving the budget. The director has a responsibility to interpret to the board whatever happens on the MPL side and the validity of those decisions. Dr. Havenhill stated that salaries and benefits are only part of the budget. The board is responsible for the entire budget. Director Atchison requested the document receive approval, and with sufficient support for the removal of point 4, to move forward in the process of approving the working document. Dr. Havenhill objected to the language in point 4. We have an agreement with MPL which specifies the responsibility of each party. If point 4 remains, then it should have an activity attached to the responsibility. Owens-Wilson asked, "How would we become sufficiently informed to determine what a reasonable salary is?" There would be a necessary investment of board members' time to learn how we compare with other library salaries. Another suggestion is to have board representation to meet on a regular basis with MPL during the budget process. The board relies on professional staff to make recommendations. How does point 2 not include salaries and benefits? Benson asked for the discussion to move forward.

Susan Adamchak's second comment is on point 5 to edit "around for many years" to say "in service for many years."

Dr. Havenhill requested the job title be changed from "Public Library Trustee" to "System Trustee."

Susan Admachak's last question is, "Does our board currently have a process to speak in a single voice on censorship?" Yes, we have a process. We can speak as individuals, not as a representative of the NCKLS board. You can not speak for the board, unless the board has taken a position.

Another edit comment on point 6 – "by the library" should read "by the system."

Dr. Havenhill stated that there is a need for more editing. The document will not be approved today. Instruct the committee to take out point 4 and to complete the editing process. Director Atchison stated that staff would accomplish this and a draft copy will be sent by next week. Point 5 should say system director and should reflect our input into the process.

In the past, the system board has not been involved in the annual evaluation of the director. However, the board should be involved and will be in the future. It is the board's responsibility to contribute in the evaluation process. Someone from the system board will be appointed to serve with MPL board in evaluating the director.

Susan Moyer made a motion to table the System Trustee job description until the May meeting. Mary White seconded the motion. Motion approved.

New Business

Technology grants:

Peabody -	\$ 793.39
Marysville -	\$1,000.00
Hanover -	\$1,000.00
Axtell -	\$1,000.00
Dwight -	\$1,000.00

Gail Daughtery made a motion to approve the technology grants. Marilyn Hund seconded the motion. Motion approved.

Eric Benson made a motion to adjourn the meeting. Susan Moyer seconded the motion. Motion approved. The meeting was adjourned at 11:30 a.m.

The next meeting of the NCKLS Executive Board will be May 26, 2011 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Marshall Havenhill, President

Carol Barta, Assistant Director