

**North Central Kansas Libraries System
Executive Committee Meeting
March 28, 2013**

President Eric Benson called the March meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:04 a.m. in the NCKLS office.

Members present: Eric Benson, Gail Daugherty, Janet Duncan, Mary White, Robin Ottoson, Gwen Owens-Wilson, Crystal Applegarth, Janet Keller and Gerald Meyers.

Proxies sent: Judith Cremer, Janice Lyhane, and Susan Moyer.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Jennifer Lund, Business Manager; Richard Miller, Technology Consultant; LaDonna Clark, Technology Trainer; and Dawn Krause, Youth Consultant.

Assistant Director Barta introduced the new director from Clay Center Carnegie Library, Crystal Applegarth. Crystal is taking Wendy Moulton's place on the NCKLS executive committee. The other members of the executive committee introduced themselves.

President Benson asked members to review the consent agenda and say if there were any items that needed to be set aside for discussion under new business. Gwen Owens-Wilson moved to accept the consent agenda as written and pay the technology grants as recommended; Robin Ottoson seconded the motion. The motion carried.

Business Manager Jenifer Lund presented the February financial statement. There was very little income in February except for some cataloging fees. On page three, the postage line reflects income from Manhattan Public Library repaying the postage they used. No real significant items in February. Moving on to the March statement, income reflects the second round of payments from the counties and the contracting fees from libraries. Lund asked Barta to explain the new payment schedule for OCLC. OCLC has offered to pay interest of 4% on deposit accounts. They will deduct our monthly fees from the account and send us a statement. Toward the end of the year we may need to add to the deposit account, or we may have a small amount to carry over. If this is successful, we will continue this in 2014. March postage indicates that we have sent \$10,000 on our postage meter to carry us through the end of the year. Expenses on behalf of libraries is a grant paid to Auto-Graphics on behalf of the libraries for our interlibrary loan system.

Gerald Myers moved to accept the financial reports and to pay the bills. The motion was seconded by Gail Daugherty. Motion carried.

President Benson called for updates to the written staff reports. Director Knupp indicated that the proposed \$800,000 for databases appears to be staying in the state budget.

Barta reported that it appeared that local control has won out in libraries setting policies on carrying weapons into their buildings. Libraries will need to write their own policies. NCKLS will create some sample policies. The law will go into effect on July 1, 2013. Director Knupp suggested libraries consult with their municipalities in setting their policies.

Lund reported that the first draft of the audit is done and under review. A final version will be available for the next meeting. There were no surprises in the audit. The audit is public information and can be sent via email with the next board packet.

Marcy Allen reported that we have had a shortage of large print books, but that we have made a sizable order and things should improve soon.

Dawn Krause reported that there were mixed reviews on the summer reading workshop. Some librarians felt there was too much time devoted toward advocacy and not enough to how to do the summer workshop. One of the presenters has offered to do more training. Dawn will be presenting a "Dig into Crafts" workshop on April 2 to fill some of the gap. She has also posted some webinars on the NCKL website that might offer more information. Gwen Owens-Wilson asked about the Governor's Reading program. Krause reported that improvements have been made, but that enthusiasm is still low. The planners of that program are listening more, primarily because of Anna Foote at the State Library. The Governor's program will run in conjunction with the CLSP program. The State Fair is also having a summer reading program. Kids can read one book and count it 3 times. Anything that encourages kids to read is a good thing. Local Programs will always have the advantage because the local public knows about it. There is a contest for the libraries as well. Overall it is a good thing that libraries are working with the Governor's office to encourage children to read. All these programs are being refined.

Richard reported that there were no substantial technology updates. There was some discussion about formal ways of reporting technology problems. NCKL has never done a formal support request system. They talk to librarians by phone, email and in person. Messages are brought back by other staff who are out in the libraries. Megan also has librarians who text her for help. There is no wrong way to ask for help. Richard and Megan recognize that librarians are in different places in knowledge level. They are a good team.

There were no executive board member comments.

There was no unfinished business.

New Business

The executive committee's main purpose is to establish a process to conduct the business of the system. At the last meeting President Benson challenged board members to think about ways the board could work at these meetings to cast a vision and establish a direction for the system in order to serve the communities more effectively through the libraries. He has created two versions of a questionnaire that will go out to library directors in the system and system staff. It will help to define goal setting and strategic direction for the coming years.

The questions for the library directors are:

1. What are the 3 primary benefits you receive from NCKL services?
2. What are the 3 highest priority projects NCKL is doing for the region?

For now we will start with the library directors and may include library staff down the road. We might survey the communities themselves.

For the NCKL staff the question is simply: what are the 3 highest priority projects they are doing for the system?

The answers will tell us if the perceptions line-up. It will be a good starting point for discussion of how these relate to the three primary goals on the 2013 goals list. We also need to ask: what are the three largest expense categories? We need to make sure we are spending money on the goals that are the highest priority.

This will be the starting point for a strategic discussion as to whether the region is being served in

the ways it needs to be served. What things can we do better and how can we do those?

The survey will go out on April 1 using Survey Monkey. Owens-Wilson asked that the board receive copies of the survey.

Will the board review the results as a board or a subcommittee? Staff will have the results for the May executive committee. They will supply all responses as well as a summary. We will include an open ended comment field so anyone can add their own ideas.

The meeting was adjourned by President Benson at 10:49.

The next meeting of the NCKLS Executive Board will be May 30, 2013 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Carol Barta, Recording Secretary