

**North Central Kansas Libraries System
Executive Committee Meeting
March 27, 2014**

President Eric Benson called the March meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:06 a.m. in the NCKLS office.

Members present: Eric Benson, Gail Daugherty, Judith Cremer, Janet Duncan, Robin Ottoson, Gwen Owens-Wilson, Crystal Applegarth, Susan Moyer, Janet Keller and Janice Lyhane.

Proxies sent:, Mary White, Gerald Meyers, and Susan Adamchak.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Teri Belin, Human Resources; Jennifer Lund, Business Manager; LaDonna Clark, Technology Trainer; and Melendra Sanders, Youth Consultant.

In reviewing the consent agenda, there was a correction to the Florence Public Library Technology Grant. The amount should read \$588.00. Crystal Applegarth moved to approve the consent agenda as corrected. Gail Daugherty seconded the motion. The motion carried.

Jennifer Lund presented the financial statement.

**Period Ending 2-28-2014
Summary of Expenses**

General Account	51,862.99
Employee Benefit Account	13,279.57
Other Income	11,777.76
Capital Improvement	0

The February general fund expenses include service grants and cataloging charges from OCLC.

The employee benefit fund contains our standard monthly payments.

Page 3 is the "other income" fund. We received our state aid disbursement, which was close to the budgeted amount. The expenses for the fund include staff development and the advertisement for the technology assistant position.

We have not spent anything from the capital improvement fund on page 4.

Page 5 is the summary of all the accounts year-to-date.

**Period Ending 3-25-2014
Summary of Expenses**

General Account	60,706.61
Employee Benefit Account	13,279.57
Other Income	7,066.50
Capital Improvement	0

In March, the general operating fund received the second payment from the counties. Expenses (under Miscellaneous Shared) include the Kansas Libraries on the Web (KLOW) payment and several Auto-Graphics charges. We paid our semi-annual vehicle insurance payment. The technology and service grants approved today are included in this month's expenses.

The employee benefit fund received payments from several counties. Morris County seems a bit ahead of schedule. Jennifer has a call in to the county treasurer to sort this out. The expenses in this fund are the same as last month.

In the other income fund, payments were received from contracting libraries. The travel budget includes the insurance on the staff cars. There was also an order for processing supplies.

There were no expenditures in the capital improvement fund.

Gwen Owens Wilson made a motion to approve the financial statement and pay the bills. Janice Lyhane seconded the motion. The motion carried.

Linda Knupp had no additions to her staff report. Gwen asked about the new filtering requirements. Linda stated that most NCKLS libraries are in compliance using the filtering service offered by the system. She suggested that boards review their Internet policies annually. We will watch for the new rules being written by the state library.

Carol Barta reported that Richard and Duane are in Hays at a quarterly regional technology consultants meeting. She also updated the committee on legislative bills. It seems the "raffle bill" will pass and be on the ballot in November. The Governmental Affairs Committee has been watching a bill that would require municipalities, which include library systems, to publish the vote of the board if the dollar amount of taxes is raised more than the Cost of Living Index for the previous year. The legislature sees this as a matter of transparency.

Gwen asked about the "Communications Skills for Managers" workshop mentioned in the staff report. NCKLS is looking into bringing the presenter to a workshop, possibly in cooperation with Manhattan's all-staff training day in February. We would want to include NCKL librarians and board members in that training.

Susan Moyer shared that the Kansas Association of Counties allows others to attend their fall conference. Linda noted the League of Municipalities also has open conferences. The Kansas Health Foundation also has presenters who would be good resources for conferences.

Marcy reported that the processing backlog is now caught up.

Melendra noted that her final craft workshop will be tomorrow and has 14 librarians signed up. She is also planning story folders, and she demonstrated a sample. She will be adding these to the story time kits.

Teri offered that she is open to requests for programs or newsletter articles. She explained that the Fair Labor Standards Act is being modified regarding whom will need to be paid overtime. She will keep us up to date on the changes as they occur.

LaDonna will be doing Windows 8 training in Marion when their new equipment arrives. Carol gave an overview of the process Richard goes through with the library in helping them order from Gov Connections. Most libraries purchase there; however, some have opted to use local

computer stores. Though the cost is higher, the money stays in the community.

Gwen asked about the status of the light bulb replacement. Linda has talked to the architect, and he said we can try them and see if people like them. Linda and our custodian will get the bulbs from Stanion Electric and place them in several locations to see if people like them.

Gwen also asked about adding color. Linda agreed that when the construction project is finished, we will be able to do some painting to brighten things up. We have also talked about adding a small water fountain.

Janet Duncan asked how the system libraries decide which computers to purchase.

Unfinished business

2015 Goals-- At the last meeting, we began talking about goals for 2015. This morning you received a sheet updating our progress toward 2014's service goals. The decision was made to defer discussion until the May 29th meeting.

3-Star Award-- Linda created a summary of the information on "Starred Libraries." Part of the *Library Journal* article on the award was also in the packet. The libraries are judged on standard measureable criteria that libraries are required to submit to IMLS. Linda's recommendation was to just focus on this award rather than developing criteria of our own. Having NCKLS recognize the library for this award could give publicity to the library in their own community. It is not common for NCKLS libraries to receive these kinds of awards. If we do recognize Marion for their award, we want to have a written policy so we are consistent in the future. Eric suggested giving a plaque at the annual meeting and inviting the mayor. We would issue a press release with a picture to go along with that. Robin suggested that we create a policy for a monetary award. Linda suggested a simple policy in which the NCKL board would recognize libraries receiving national awards with a plaque and a monetary award as the budget allows. Janice suggested it might be nice to give the award in the hometown so that local press could be invited. We could present the award at the annual meeting and then again at a directors' meeting in the community. The object would be to generate publicity in the home community and the library community. Any cash or in-kind award that would not hurt the system financially would be appropriate.

New business

Contracting Libraries. You received a copy of the current amounts of contracts for 2014. We give two years notice, so any changes would be for 2016. Trustees were asked to review the information. Linda and Carol will put together recommendations for any potential increase in fees.

Service Grant Guidelines. At the last executive committee meeting, a Service Improvement Grant that included books was approved. Carol asked for clarification that books are an appropriate use for this grant. The consensus of the board was libraries understand their needs when starting a new service or program.

Gwen called everyone's attention to the article on the Pew Report that was included in the meeting packet. Eric recounted that people in his community responded positively when asked in the context of a non-library related meeting) that they use the library in their community.

The meeting was adjourned by President Benson at 11:20.

The next meeting of the NCKLS Executive Board will be May 29, 2014 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Carol Barta, Recording Secretary