

**North Central Kansas Libraries System
Executive Committee Meeting
December 4, 2014**

President Eric Benson called the meeting to order in the NCKLS offices at 10:01 a.m.

Members present: Eric Benson, Susan Moyer, Gwen Owens-Wilson, Susan Adamchak, Crystal Applegarth, Gerald Meyer, Robin Ottoson, Gail Daugherty, Judith Cremer, and Mary White.

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; Richard Miller, Technology Consultant; Duane Mayer, Assistant Technology Consultant; and Melendra Sutliff Sanders, Youth Consultant.

President Benson asked if there were any changes to the consent agenda other than the changes to the minutes. Carol Barta noted an addition of Frankfort's Technology Grant. President Benson entertained the motion to approve the staff reports, Technology Grants including Frankfort's, and the Service Improvement Grants.

Crystal made a motion to approve. Mary seconded the motion. The motion carried.

The altered minutes were moved to unfinished business.

Financial Statements

Business Manager Lund presented the financial statements for October and November 2014.

Period Ending 10/31/2014

Summary of Expenses

General Account	59,236.80
Employee Benefit Account	13,504.55
NCKLS State Aid Account	17,280.88
Member Library (Local Funds Account)	0

Period Ending 11/30/2014

Summary of Expenses

General Account	57,077.74
Employee Benefit Account	13,504.96
NCKLS State Aid Account	55,060.33
Member Library (Local Funds Account)	0

Business Manager Lund noted on page one of the October financial report that the Baker & Taylor TitleSource fee for all the libraries as well as the Syndetics fee were taken from the Miscellaneous Shared fund. On page two, Lund noted that the expense coming out of the LSTA Grant was mainly for computer ports and switches.

On page one of the November financial report, Lund pointed out that one county paid their funds at the very end of October, so they show up in November. Lund also explained that the negative expense in the Miscellaneous Shared expenses is due to the fact that the \$10,019 was recategorized as Technology Support and Cataloging & Processing expenses. On page two, Lund pointed out that we will likely go over in the Employee Benefit fund for this year; however, since we had a small carryover from last year, this will not be a problem. We have already budgeted for an increase to this fund for the next fiscal year.

Business Manager Lund asked if there were any questions on the financial reports; hearing none, President Benson entertained a motion to approve the financial reports. Susan Moyer so moved. Susan Adamchak seconded. The motion carried.

Staff Reports

Linda Knupp, Director

Director Knupp reiterated Business Manager Lund's comment that NCKLS will not have an increase in our health benefits in the coming year because the staff participates in the Manhattan city health plan. Director Knupp went on to explain that having a small carryover in the benefits funds is a good thing, in case of a change in family status of an employee. League of Kansas Municipalities publishes a budget tip sheet the first quarter of every year. They recommend a 10% increase annually. Director Knupp mentioned that we have heard nothing new about the Evergreen Catalog from the state.

Carol Barta, Assistant Director

Assistant Director Barta will be the Legislative Chair for KLA. KLA is planning a library legislative day on January 15th. KLA will be asking libraries to create a care package for their legislators to demonstrate that we care how they vote. The focus of this coming legislative year will be: local control; funding; resource sharing; qualified librarians in all the school libraries.

Robin Ottoson asked what the local control includes. Assistant Director Barta pointed out that it is mainly related to the gun regulations and the possible limits that the legislature has discussed in regards to how much money a community can levy for local entities. Robin asked for clarification about whether local control of funds helped or hurt the poorest libraries in NCKLS.

Barta mentioned NCKLS' newest employee, Ben Zilkie, who is the book van assistant and will be travelling with Denise on the book van.

Marcia Allen, Collection Development and Processing Manager

Marcia Allen noted that she has placed a large order of large print books because NCKLS has such high demand for this format. She will be placing another large order before the end of the year.

Melendra Sutliff Sanders, Youth Services Consultant

Sanders shared an early literacy resource, introduced the new easy reader kits, and briefly discussed the new collaboration with USD 383's preschools.

Richard Miller, Technology Consultant

Miller noted that Duane Mayer has been working on a database of all the equipment in NCKLS libraries. He also explained that NCKLS has purchased a new Microsoft Office operating system for the staff.

LaDonna Clark, Technology Trainer

Clark introduced a couple of new classes that will be taught in the spring, including a Pinterest class, Appy Hour classes, and the afternoon apps for children's session of the Summer Reading Workshop.

There were no other staff report updates.

Executive Board Member Comments

President Benson explained the Hour of Code program. This international program is teaching children about computing. Kansas State University will be hosting a program this coming Wednesday, December 10th. Benson suggested that NCKLS should organize future Hour of Code programs. Gwen Owen-Wilson suggested that somebody from NCKLS could attend the KSU event and provide training to our libraries for next year.

Robin Ottoson asked who made the robot.

Crystal Applegarth discussed a possible job opportunity at Central Christian College in Missouri.

Old Business

Changes to September 2014 minutes:

- Deleted the phrase about routine expenses
- Corrected months and year for financial reports

- Added the full names of members on the Contracting Libraries Committee
- Changed the phrasing “balanced decreased” to “balance owed by NCKL to MPL decreased”

President Benson entertained a motion to approve the minutes with the above corrections. Susan Adamchak so moved. Mary White seconded. The motion carried.

New Business

Election of Executive Board Officers

Gwen Owen-Wilson reported that the current officers have all agreed to continue to serve; therefore the slate of officers was: Eric Benson for President, Susan Moyer for Vice President, and Mary White for Secretary-Treasurer. Each ran unopposed. Owen-Wilson thanked the officers for their continued service.

Capital Improvements Fund

Assistant Director Barta suggested that a portion of the \$76,000 in the capital improvements fund be used to purchase a new vehicle for NCKLS. This vehicle would be added to the current two, giving us a newer vehicle for long distance travel as well as the Matrix which could be used more for local travel. Susan Adamchak asked if the board should recommend that NCKLS get quotes on vehicles for the meeting in January. Board approved research on a new vehicle.

Assistant Director Barta noted that upgrades have been made to the rotating book van in order to make the rotation process more efficient, easier, and safer. These include a new wood floor, wood banisters, and smaller carts.

President Eric Benson adjourned the meeting at 10:50 a.m.

The next meeting of the NCKLS Executive Board will be January 29th at 10 a.m. in the NCKLS office.

Respectfully submitted,



_ Eric Benson, President



Melendra Sutliff Sanders, Recording Secretary