

**North Central Kansas Library System
Executive Board Meeting
December 3, 2015**

President Eric Benson called the December meeting of the Executive Committee of the North Central Kansas Library System to order at 10:06 a.m.

Members present: Eric Benson, Janet Keller, Robin Deich Ottoson, Gwen Owens-Wilson, Mary White, Susan Moyer, and Gail Daugherty.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Jennifer Lund, Business Manager; LaDonna Clark, Technology Trainer; Richard Miller, Technology Consultant; Duane Mayer, Assistant Technology Consultant; Marcy Allen, Technical Services & Collections Manager; and Melendra Sanders, Youth Consultant.

President Benson called for any questions, amendments, or comments to the consent agenda. Hearing none, Gwen Owens-Wilson moved that we approve the consent agenda. Mary White seconded the motion. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

Period Ending 10-31-2015

Summary of Expenses

General Account	59,718.68
Employee Benefit Account	13,854.62
Other Income	8,171.83
Capital Improvement	0

Business Manager Lund pointed out, under miscellaneous shared on page one, that \$5,257.50 is the Baker & Taylor TitleSource payment. On page three, Lund explained that the reason there is a negative in postage is because she took the check that Manhattan Public Library paid for the quarter and subtracted their expenses for the month. Robin Deich Ottoson asked why, on page three, the telecommunications expenses were at almost 150%. Lund explained that this was because NCKLS has added staff cell phones. This expense will be covered by other categories that will come out under budget.

Period Ending 11-30-2015

Summary of Expenses

General Account	68,739.08
Employee Benefit Account	13,854.62
Other Income	5,443.95
Capital Improvement	0

On page one, Lund noted that the negative in miscellaneous shared is a payment from one of the libraries towards TitleSource. Lund also mentioned that the member grants are on this report. On page two, Lund highlighted that NCKLS is under budget because we had planned for an increase in health insurance costs that did not materialize. Membership fees, on page three, were for the MALA membership.

President Benson asked if there were any questions on the financial reports; hearing none, he entertained a motion to approve the financial reports. Susan Moyer so moved. Gwen Owens-Wilson seconded. The motion carried.

President Benson called for staff updates.

Director Linda Knupp announced that the State Librarian has created a matching grant for libraries to purchase 3D printers. The grant will be available in March 2016 and will cover up to two Tinkertine 3D printers per regional system. Recipients will need to agree to purchase six months' worth of filament. The State Library will also pay for a full day of training on how to use the Tinkertine 3D printer. The board discussed the possibility of sending NCKLS staff to the training in order to provide ongoing printer support. Knupp also discussed the upcoming collaboration of MPL with Green Apple Bikes. MPL will have a Green Apple Bikes bike rack and six bikes. These will be delivered in March. Finally, Knupp mentioned the internal phone update that will impact NCKLS phone numbers and, possibly, cause a short disruption in phone services. Assistant Director Barta mentioned that if anyone has difficulty reaching NCKLS staff via landline phones, they should call us on our cell phones.

President Benson asked for a status update on the possibility of a trustee preconference at the KLA conference, as well as on the trustee training handbook. Assistant Director Barta noted that the trustee training handbook will be complete in 2016, while Director Knupp explained that Joan Fry Williams will be presenting a preconference at KLA which will take place on October 19th in Wichita. Knupp requested input on what trustees would like to learn at such a preconference. President Benson asked that there be training on:

- The difference between being on the board and heading the board
- Helping trustees understand why they are a trustee and what libraries need their trustees to do
- The 5 core skills training tools (Barta agreed to add the 5 Core Skills training tools to the NCKLS website.)

Susan Moyer also asked about the possibility of NCKLS creating an ongoing set of continuing education pieces for use at each library board meeting. Moyer volunteered to help in the creation of such a tool.

Assistant Director Carol Barta introduced the State Library coordinated health kiosks. The kiosks check out in pairs to libraries around the state for two months. They are sleek and take up very little space. Each kiosk accesses health resources provided by Blue Cross Blue Shield of Kansas. NCKLS will demo the kiosk at the upcoming directors' meeting. Barta explained that NCKLS is moving the annual book fair to Rock Springs. This is due to the loss of our major bookseller and

the request by system libraries to have a spring event at Rock Springs. Barta mentioned that there will be no bus to PLA in 2016, but the system consultants are now considering a bus to Fargo for the Association of Rural and Small Libraries Conference. Assistant Director Barta also explained that NCKLS will change how we utilize OCLC for catalog records. Manhattan Public Library, Dorothy Bramlage Public Library, and the Pottawatomie Wabaunsee Regional Library will continue with Connections because of their size. However, all the other libraries will move to Kat Express. This should cut the NCKLS OCLC bills to \$12,600 annually.

Business Manager Lund noted that she will be busy with end of the year encumbering and W2s in December and January. The Varney's & Associates audit date is set.

Technical Services & Collections Manager Marcy Allen mentioned that the transition from Baker & Taylor's TitleSource3 to their new TitleSource 360 is still working. Allen commended Baker & Taylor's technical support team.

Youth Consultant Melendra Sanders shared the promotional materials created for school librarians, media specialists, and para professionals. These materials will be distributed at the District 4 school library workers meeting on January 30th that will take place in the Manhattan Public Library auditorium. Sanders will present information about NCKLS' services to school libraries at this meeting as well.

Technology Consultant Richard Miller explained that he and Duane Mayer are busy purchasing and setting up computers and printers for libraries, as well as assisting libraries in creating new e-rate accounts. Miller also mentioned the database that was created to track board member information. NCKLS is looking at a possible change in software for this database and/or the possibility of using Cloud storage.

Technology Trainer LaDonna Clark mentioned that everyone needs to check on the administrators signed up for their WordPress accounts because she's noticed a number of rogue administrators on a number of library accounts recently. Clark also stressed the importance of changing passwords on a regular basis and not writing passwords down.

Susan Moyer asked if any of the NCKLS libraries has used KanPay. Dorothy Bramlage Public Library will begin using KanPay to allow their patrons to pay fines, fees, and make donations to the library using credit cards and debit cards. There is a 2.5% fee taken by KanPay when cards are used. DBPL will ask patrons to cover that fee. With KanPay, patrons can make secure payments, both at the circulation desk and online. If other libraries are interested in learning more about KanPay, they can request an informational presentation from a KanPay employee. Moyer will share the KanPay contact information with Assistant Director Barta.

President Benson called for executive board member questions or comments. At this time Gwen Owens-Wilson thanked the board for their service. We, then, moved on to new business.

New Business

Election of officers: All current officers of the Executive Board have agreed to serve another term, except for President Benson. Judith Cremer, the Director of the Pottawatomie Wabaunsee Regional Library, agreed to act as president of the Executive Board. Owens-Wilson made a motion nominating the slate of officers. Robin Deich-Ottoson seconded the motion. The motion carried. Besides the loss of Benson from the board, other board changes include the loss of Gail Daugherty who will be replaced by Shannon Reid-Wheat.

President Benson called for comments from the NCKLS Executive Board. There were no comments or questions raised, and the meeting was adjourned at 11:12 a.m.

The next meeting of the NCKLS Executive Board will be January 28, 2016 at 10:00 a.m. in the NCKLS office.

Respectfully submitted.



Eric Benson, President



Melendra Sutliff Sanders, Recording Secretary