

**North Central Kansas Libraries System
Executive Committee Meeting
September 25, 2014**

President Eric Benson called the meeting to order in the NCKLS offices at 10:12 a.m.

Members present: Eric Benson, Gail Daugherty, Crystal Apple garth, Gwen Owens-Wilson, Janet Duncan, Judith Cremer, Robin Ottoson, Mary White, and Janice Lyhane.

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 Sanders, Youth Consultant.

President Benson asked if there were any changes to the consent agenda; hearing none, he entertained the motion to proceed with meeting following consent agenda.

Crystal made a motion to approve the agenda. Mary seconded the motion. Motion approved.

Staff Reports

Linda Knupp, Director

Director Knupp noted that Denise Coon is on extended medical leave.

Marcia Allen, Collection Development and Processing Manager

Marcia Allen explained that due to medical issues among processing department staff processing and cataloging could be slowed temporarily.

There were no other staff report updates.

Financial Statements

Business Manager Lund presented the financial statements for August and September 2014.

Period Ending 8/31/2014

Summary of Expenses

General Account	49,748.54
Employee Benefit Account	16,362.39
NCKLS State Aid Account	14,579.48
Member Library (Local Funds Account)	0

Period Ending 9/23/2014

Summary of Expenses

General Account (2012)	71,858.01
Employee Benefit Account	13,500.39
NCKLS State Aid Account	17,900.60
Member Library (Local Funds Account)	0

Gwen Owen-Wilson asked if we anticipate any upcoming financial issues, because the KPERs employee benefit is slightly over 75%. Lund noted that we have a cushion in this account based on a carry-over from fiscal year 2013.

Gail Daugherty made a motion to approve the financial statements and authorize payment of all outstanding bills. Gwen Owen-Wilson seconded the motion. Motion approved.

Executive Board Member Comments:

Assistant Director Barta noted that NCKLS has LSTA funds that must be spent by the end of September. A large portion of these funds are encumbered to Zinio, but we have not received a bill for this yet.

Crystal Applegarth noted that she greatly enjoyed the Hiring and Training workshop that MPL hosted on Sept. 12th. Teri Belin pointed out that the presenter has training videos available online at the MidAmerica Library Alliance (MALA) website. Since NCKLS is a member of MALA, our librarians can access that material. Assistant Director Barta will check to see if librarians need to be in the NCKLS office to access the information or if they can access it from their own libraries. Director Knupp suggested viewing parties at the NCKLS office.

Robin Ottoson had a question about the reporting on the summer reading statistics. She was interested in knowing if the final numbers had been reported. Melendra explained that the numbers are just for the NCKL libraries.

Judith Cremer complemented the Photo Booth Maker Kit. Her libraries used the kit for some storytime programs. She shared pictures. Assistant Director Barta noted that the Photo Booth will be available at the NeCessary KnowLedge Live. Melendra mentioned that she will be adding superhero props to go with next year's summer reading theme.

New Business

Memorandum of Agreement between NCKLS and MPL:

Director Knupp gave an overview of the Memorandum of Agreement between NCKLS and MPL for 2015. The balance owed by NCKL to MPL decreased, and Knupp expects that it will decrease again next year. Knupp noted that MPL used the vehicles more this year than last year. The total for 2014 equals \$16,814, down from \$18,200 in 2013.

Judith Cremer made a motion to approve that number. Robin Ottoson seconded the motion. Motion carried.

Creation of a Contracting Libraries Committee:

Director Knupp asked for the committee to approve the creation of a Committee of Contracting Libraries. NCKLS would like to have at least one committee member from each contracting library, could be the librarian or a board member. Suggested names for the committee are: Judith Cremer, Gerald Meyer or Anita Westcott, Sue Blechl, Susan Moyer, Eric Benson or Peter Vopata, Nikki Plankinton, and Catherine Schmidt. The committee will review historical information, what the costs have been, the services they are getting, the cost, and how that compares to the levied tax payments. Director Knupp noted that we'd like the committee to accomplish their duties in time for the libraries to prepare their 2016 budgets, so we need the committee to complete their work by the end of this year. Eric Benson requested that both he and Peter be included on the committee.

Judith Cremer mentioned that she will be absent from the December meeting, so Director Knupp suggested that Judith might want to send another representative to that meeting.

Gwen Owen-Wilson expressed that we would need to update these fees on a regular basis.

Nominating Committee:

Gwen Owen-Wilson and Gerald Myers will continue to form the nominating committee.

President Eric Benson adjourned the meeting at 10:37 a.m.

The next meeting of the NCKLS Executive Board will be December 4th at 10 a.m. in the NCKLS office.

Respectfully submitted,



Eric Benson, President



Melendra Sutliff Sanders, Recording Secretary