

**North Central Kansas Library System
Executive Board Meeting
September 24, 2015**

President Eric Benson called the September meeting of the Executive Committee of the North Central Kansas Library System to order at 10:11 a.m.

Members present: Eric Benson, Judith Cremer, Janet Duncan, Robin Deich Ottoson, Gwen Owens-Wilson, Mary White, and Susan Adamchak.

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; Teri Belin, Human Resource Specialist; and Melendra Sanders, Youth Consultant.

Gwen Owens-Wilson asked that we publicly congratulate Assistant Director Barta for being the recipient of the Duane Johnson Library Leadership Award.

Mary White moved that we approve the consent agenda. Gwen Owens-Wilson and Janet Duncan seconded the motion. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

Period Ending 8-31-2015

Summary of Expenses

General Account	67,640.72
Employee Benefit Account	13,829.71
Other Income	6,872.04
Capital Improvement	0

Business Manager Lund mentioned that on page 1, the \$500 under miscellaneous shared consists of fees paid in by member libraries to cover the movie licensing fee previously covered by NCKLS. On page 3, the audit & legal expense includes the cost of printing the budget information in the regional newspapers. The overbalance in the postage category is reimbursement from Manhattan Public Library. Robin Deich Ottoson asked why Marion County payment to the system was delayed. Lund explained that there were still payments to come from the counties and that the original amount is simply an estimate based on past years.

Period Ending 9-23-2015

Summary of Expenses

General Account	67,233.82
Employee Benefit Account	16,292.72
Other Income	10,767.11

Business Manager Lund noted that NCKLS received the fourth of the five payments from the counties. On page 1, Lund pointed out that the cataloging and processing amounts paid for the Syndetics and KLOW renewals. The continuing education grants were for librarians to attend the KLA annual conference, and the rotating book van amount paid for insurance. Lund noted that at the end of September we should have spent 75% of our budget, and we are on track. On page 2, the employee benefit expense is the yearly workmen's compensation fee. On page 3, the postage expense is the annual fee and supplies, while the staff development expense covered staff attendance at the KLA conference and one class. The travel expense is for insurance for the NCKLS vehicles. On page 4, the numbers are not final, since the meeting took place prior to the last day of September, so Lund was not able to close out the month. On page 5, the summary shows we are on budget.

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

President Benson called for staff updates.

Director Linda Knupp had no updates.

Assistant Director Carol Barta explained that the system consultants are working on organizing a bus to take librarians to the Public Library Association conference in Denver in 2016. Barta also mentioned that NCKLS will be moving from Zinio to Flipster for electronic magazine subscriptions. Finally, Barta expressed joy at the fact that Eric Gustafson will become the Legislative Chair for the Kansas Libraries Legislative Committee.

Technical Services & Collections Manager Marcy Allen explained that the transition from Baker & Taylor's TitleSource3 to their new TitleSource 360 is going reasonably well. We have finished training sessions, cleaned up the user accounts, and performed some initial testing. We will complete testing within the next few days. Allen noted that the new system is more robust and will make material selection easier. We will also be able to download MARC records directly from TitleSource 360 when Cherie places orders, which will save a great deal of effort.

Youth Consultant Melendra Sanders shared the system summer reading statistics. Susan Adamchak asked if these numbers are shared with city councils. Assistant Director Barta explained that we do not share the numbers directly, but we do encourage all our member libraries to share this data with their city councils and boards.

Technology Consultant Richard Miller explained the MiFi project which the state library has recently completed. Each MiFi device is like a personal hotspot created through a cell phone. The devices can be recycled like any other electronic device, if a library no longer wishes to circulate the MiFis. If a library wishes to continue circulating the devices, the library will have to

sign a contract with the service providers, as the state library will no longer be supporting this project. Miller also discussed the board member database that he and Assistant Technology Consultant Duane Mayer build. The database is for updating information on local library board members, and there is a link on each library's director's computers to enter necessary information. Tracking library board members is a NCKLS function to support libraries and is done on the request of the Kansas State Library.

Technology Trainer LaDonna Clark had no updates.

Human Resources Specialist Teri Belin highlighted the recent SUPERvisor Training workshop sponsored by NCKLS for regional managers. The workshop covered topics such as, FMLA, ADA, and FLSA. We discussed the fact that non-exempt employees cannot volunteer in their workplace. This may have a serious impact on libraries, but it is essential to understand that training time, travel time, and off-desk time all count as work time.

President Benson called for executive board member comments; hearing none, we moved on to new business.

New Business

Director Knupp shared the memorandum on the 2016 NCKLS and Manhattan Public Library relationship including services and fees paid between the two entities. Gwen Owens-Wilson asked about the rent on basement offices in Manhattan. Knupp has previously confirmed rental prices for downtown spaces in Manhattan. Judith Cremer motioned to approve the NCKLS/MPL relationship. Mary White seconded. The motion carried.

Susan Adamchak motioned that we approve the same nominating committee as last year's committee, which consisted of Gwen Owens-Wilson and Gerald Myers. Janet Duncan seconded. The motion carried. Assistant Director Barta noted that Gail Daugherty will leave the board in January and will be replaced by Shannon Reid-Wheat. President Eric Benson will also leave the board in March of 2016.

President Benson called for comments from the NCKLS Executive Board. There were no comments or questions raised, and the meeting was adjourned at 11:22 a.m.

The next meeting of the NCKLS Executive Board will be December 3, 2015 at 10:00 a.m. in the NCKLS office.

Respectfully submitted,



Eric Benson, President



Melendra Sutliff Sanders, Recording Secretary