

**North Central Kansas Library System  
Executive Board Meeting  
January 28, 2016**

President Judith Cremer called the January meeting of the Executive Committee of the North Central Kansas Library System to order at 10:03 a.m.

Members present: Judith Cremer, Eric Benson, Mary White, Susan Moyer, Janice Lyhane, Robin Deich Ottoson, Wayne Link, Janet Keller, and Shannon Reid-Wheat.

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

President Cremer called for any questions, amendments, or comments to the consent agenda. Hearing none, Susan Moyer 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 12-31-2015**

**Summary of Expenses**

General Account	68,543.00
Employee Benefit Account	13,850.13
Other Income	17,269.01
Capital Improvement	550.00

Business Manager Lund pointed out, on page 2, that NCKLS is well under budget on employee benefits. On page three, Lund reminded us that the reason there is a negative in postage is because Manhattan Public Library pays for postage quarterly and then subtracts their expenses each month. On page four, the expenditure in capital improvement was for a new desk and file cabinet. Janice Lyhane asked why NCKLS underspent in the staff development fund and overspent in technology and communications. Carol explained that there were more limited opportunities for staff continuing education in 2015, but in 2016, Melendra will attend the YALSA Symposium and Carol will attend the ARSL conference. NCKLS was over budget in the technology and communications funds because of a new computer with video editing capabilities and new cell phones.

**Period Ending 1-27-2016**

**Summary of Expenses**

General Account	53,553.49
Employee Benefit Account	14,799.78

Other Income	1,665.30
Capital Improvement	0

On page one, Lund noted that we received the first payment from the counties. She also mentioned that travel reimbursement will go down in 2016 based on the national criteria. On page four, Lund mentioned that although nothing has yet come out of the capital improvement fund, the fees for repairing both vans will be taken from this fund. Lund called for questions or comments.

Hearing none, President Cremer entertained a motion to approve the financial reports. Eric Benson so moved. Susan Moyer seconded. The motion carried.

President Cremer called for staff updates.

Director Linda Knupp had no updates, but took this time to invite everyone present to join MPL for their staff development day which focused on key library ethics. Knupp also discussed a recent regional chamber of commerce retreat that focused on the need for skilled workers in our region and ideas for retaining such employees. At the retreat, libraries were discussed as beneficial to this retention, in part because libraries provide volunteer opportunities to spouses and youth, as well as ongoing educational opportunities.

Assistant Director Carol Barta noted that she had received four firm commitments from new NCKLS librarians for Apple training and was expecting NCKLS to have a class of eight total directors. Barta attended Library Legislative Day and reported that the legislature is hoping for a short (70) day session, as they will not be discussing budgets.

Technical Services & Collections Manager Marcy Allen mentioned that Baker & Taylor is working to create usable audio/visual accounts for each of our regional libraries. However, it has turned out to be more difficult than they expected.

Assistant Technology Consultant Duane Mayer noted that approximately 50% of the NCKLS library computers have been updated to Windows 10. This update will be free until July 2016, and Duane and Richard are trying to get all possible machines updated. Duane and Richard have also been collecting wireless statistics at all the NCKLS libraries, which they are trying to make as useful and accurate as possible for the state report.

Technology Trainer LaDonna Clark pointed out that some of the WordPress websites have been hacked and noted that it is essential that all libraries install WordFence. LaDonna also noted that she will be providing training in NinjaForms, WordPress, and Excel in the coming months.

Youth Consultant Melendra Sanders mentioned the Kansas Association of School Librarians District Four meeting which was held at MPL and which NCKLS helped to host.

Janice Lyhane asked for information about the Empact program which MPL and NCKLS have recently joined.

President Cremer called for executive board member questions or comments, and there was no unfinished business, so President Cremer called for new business.

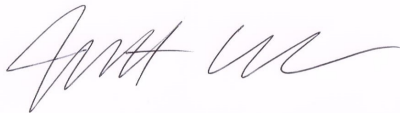
New Business

Technology grant requests were submitted from Marion City Library and Vermillion Public Library. Susan Moyer motioned that we approve the technology grant applications, and Mary White seconded. Motion carried. Assistant Director Barta invited everyone to tour the office to see how our repairs are progressing and view the surveillance tape of the accident which damaged both NCKLS vans.

President Cremer called for comments from the NCKLS Executive Board. There were no comments or questions raised, and the meeting was adjourned at 10:27 a.m.

The next meeting of the NCKLS Executive Board will be March 31st at 10:00 a.m. in the NCKLS office.

Respectfully submitted,



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Judith Cremer, President



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Melendra Sutliff Sanders, Recording Secretary