Call to order – Chair Wendy Moulton

Roll Call of Executive Committee Members

Consent Agenda
• Approval of minutes of January 26, 2023 meeting – Wendy Moulton

Approval of financial reports – Jennifer Lund

Staff Reports

Old business
• Bylaws Review Subcommittee – Wendy Moulton, Susan Moyer, Judith Cremer, Nikki Plankinton, Judy Goodrich (Dawn)
  o Proxy voting updates

New business
• NCKLS annual survey of taxing county libraries
• NCKLS annual survey of contracting libraries
• Competitive Grant update (Dawn)

Executive Board Member Comments

Adjournment – Chair Wendy Moulton

To request an item be considered for the meeting agenda please contact the chair of the executive committee or the Assistant Director at least 7 days in advance of the meeting.

2023 Meeting Schedule. All meetings at 10am via Zoom at https://kslib.zoom.us/j/96927746370 unless otherwise noted below

<table>
<thead>
<tr>
<th>May 25</th>
<th>August – 24 – in-person at MPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19</td>
<td>November 30</td>
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</table>
North Central Kansas Library System
Executive Board Meeting
January 26, 2023

President Judith Cremer called to order the January meeting of the Executive Committee of the North Central Kansas Library System at 10:00 a.m. via Zoom.

Members present: Sharon Pierce, Linda Cook, Wendy Moulton, Mandy Cook, Judy Goodrich, Nikki Plankinton, Alisha Paddock, Judith Cremer
NCKLS staff present: Dawn Krause, Assistant Director; Eric Norris, Director; Jennifer Lund, Business Manager; Teri Belin, Human Resources Consultant; Sandy Wilkerson, Library Consultant; Duane Mayer, Technology Consultant; Kirk Hargett, Cataloging and Acquisitions Specialist; Krystal Cooper,

Elections
The following officer nominees elected for 2023:
- President – Wendy Moulton, Abilene Public Library
- Vice President – Shannon Reid-Wheat, Council Grove Public Library
- Treasurer – Judy Goodrich, County Appointee, Secretary-Treasurer

Mandy Cook moved to accept the officers. Linda Cook seconded and the motion passed.

Consent Agenda
Mandy Cook made a motion to approve the consent agenda with the revision of it taking place December 1, 2022. Judith Cremer seconded and the motion passed.

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, December 31, 2022

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Account</td>
<td>$ 916,130.37</td>
</tr>
<tr>
<td>Employee Benefit Account</td>
<td>193,430.48</td>
</tr>
<tr>
<td>Other Income</td>
<td>98,532.61</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>15,168.13</td>
</tr>
</tbody>
</table>

Summary of Expenses for the Period Ending January 24, 2023

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Account</td>
<td>$ 163,326.73</td>
</tr>
<tr>
<td>Employee Benefit Account</td>
<td>15,273.50</td>
</tr>
<tr>
<td>Other Income</td>
<td>0</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>0</td>
</tr>
</tbody>
</table>

Business Manager Lund explained the financial statements for December 2022. We received 100.27% of income from the counties for the tax fund. The -$120.00 under the Miscellaneous Shared is to pay back Baker and Taylor Title Source by Junction City. Competitive Grant was added in December. $148,483.51 was transferred to Capital Improvement. We spent over what we received but we used some of our carry over. Carry over is considered every year when doing the budget with the state.
Employee benefit fund’s beginning balance was $73,600 and the ending balance was $127,262.92. We received not quite 100% of the income but we have more carry over. Carry over is kept in case of sudden cost increases of health insurance and other such employee benefits.

The $-2533.15 in postage is pay back from Manhattan Public Library. Postage will be a little different this year. The mail machines lease expenses were taken on by Manhattan Public Library. NCKLS will be paying postage and courier service this year.

We received a little over 100% of our income and spent a little over 94% of our expenses overall. We are 5.82% under budget for the year.

January has minimal activity. We received payments for all but one county. Expenditure for the book van was a book truck and 14 book bags. We paid the Extended Service per Capita Grant out in January. We received a contract payment. We’ve received 51% of our income - most of this comes from the counties.

Alisha Paddock moved to approve the financial statement and bills. Judy Goodrich seconded and the motion passed.

Staff Reports
Eric has been mapping out the relationship between MPL and NCKLS to better define them as 2 separate organizations. Some internal things such as credit card compliance, internet hook up, and door security need maintained.

Dawn added to her report that the nine Verso libraries are being added to Sunflower eLibrary/Overdrive via SIP2 connection.

Sandy reminded everyone that a Continuing Ed calendar is in the packet with the known links for those that are online. Registration has started for the Early Literacy Symposium 82 are registered and it is capped at 100.

Duane put the wireless statistics in the packet for the state reports.

Refer to packet for additional staff reports.

Unfinished Business
Bylaws Review Subcommittee will be meeting immediately after the executive committee meeting. Schedule of 2023 meeting is attached to the agenda. March 23rd will be in person, we have engaged a consultant to help with strategic planning exercises. This will also be a good time to revisit the plan of service. The annual meeting will also be in person August 24th.

New Business
NCKLS staff will be meeting with Tammy Wellbrock on February 24th and the Executive Committee will be meeting with her March 23rd. She will guide the committee though another exploring session with our system plans.

Telecommuting policy updates- Dawn updated the telecommuting policy to consider weather emergencies. In instances where driving or building conditions are not safe, employees will work from home. Employees no longer receive emergency leave. Committee asked clarifying questions on the
phrasing of the telecommuting policy and suggested some more revisions. Policy will be clarified and sent via email for vote.

Grants to libraries in 2022- Dawn presented a list of all the grants and funding provided to the libraries in 2022. This information is also needed for their annual reports.

Collections grants updates- The last time collection grants guidelines were looked at was 2013. Dawn questioned if a per capita formula might be overall better than using service categories because of population declines across rural Kansas. This can have a significant effect on small libraries. It was also suggested to revisit where the steps in population and funding are set in the collections grant. Clearer guidelines on the collections grant need to be written down. Wendy suggested consultants explore guidelines and look at per capita numbers.

**Executive Board Member Comments**
Wendy Moulton thanks NCKLS for the competitive grant

Mandy Cook thanked the prior officers who served on the board and welcomed the new officers

Eric Norris thanked Susan for her service as vice chair.

Judith Cremer expressed appreciation for everyone working together throughout 2022

**Adjournment**
There being no further business, Linda Cook made a motion to adjourn the meeting, Shannon Reid-Wheat seconded and the motion passed. The meeting was adjourned at 10:56 a.m.

The next meeting will be March 23, 2022 at 10 a.m. at Manhattan Public Library in the Groesbeck Room.

Respectfully submitted,

____________________________    ____________________________________
Wendy Moulton, President   Krystal Cooper, Recording Secretary