

**North Central Kansas Library System
Executive Board Meeting
January 23, 2025**

President Moulton called to order the January meeting of the Executive Committee of the North Central Kansas Library System at 10:02 a.m.

Members present: Jeanie Bartel, Judy Goodrich, Candace Boardman, Alisha Paddock, Janet Ayers, Mandy Cook, Wendy Moulton, Nikki Plankinton, Eric Norris, Brittany Girton, Judith Cremer, Linda Cook

NCKLS staff present: Sandy Wilkerson, Library Director; Deanna Defoor, Business Operations Manager; Duane Mayer, Technology Consultant; Kim Scaler, Assistant Technology Consultant; Krystal Cooper, Acquisitions Assistant.

Consent Agenda and Minutes

Paddock made a motion to approve the consent agenda. Goodrich seconded and the motion passed.

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, December 31, 2024

General Account	\$ 1,171,037.09
Employee Benefit Account	215,539.27
Other Income	39,620.72
Capital Improvement	0.00

Business Manager Defoor reviewed the December 2025 financial statement. No revenue received in December for the operations fund. Salaries for December were just under \$45,000. Expenditure on furniture for just under \$3500 were from the purchase of cabinets and a lift desk for the new facility. The \$800 from space allocation was for December utilities, rent expense of 6,800 was for the rent to Manhattan Public Library in December, we will have a January rent that we owe to Manhattan Public Library for 10 days in January.

No revenue received for the employee benefit fund. December employee benefits are just under 24,000. \$4,700 of other income in November and December is interest. When Defoor reported the November financials in December the statement had not been received. Under Miscellaneous 7500 is the sale of the dodge caravan that we no longer needed. The \$4,800 for the rotating book van was the second half payment for the book van wrap some wire carts and a new battery for the book van. There were no changes in the capital improvement funds. Defoor also announced that we would be starting our audit on Tuesday.

It was decided that NCKLS would wait until after meeting with the accountant to discuss how much to put in the capital improvement fund.

Bartel moved to approve the financial report. Boardman seconded, and the motion passed.

Staff Reports

NCKLS is having some issues with our book supplier, Baker and Taylor. They have 500 books on back order compared to the usual 100. Baker and Taylor are experiencing problems with publisher

negotiations. If NCKLS can't get the books needed, we will consider other suppliers. Other libraries have suggested Ingram.

Director Wilkerson also gave a update on the governmental affairs committee. The house appropriations committee has asked the state library for a 7.5% reduction in their budget. The state librarian presented a cut for the ProQuest databases. At the committee meeting there was also a motion to remove state aid. The result being a \$500,000 reduction to the state library instead of the \$380,000 that they asked for. They have kept the 30 cents per capita. Sandy mentioned that it is in the board's best interest to contact all of their state legislatures and let them know how important state aid is to them and what they do with it.

NCKLS did move into the new location. Director Wilkerson expressed excitement for the meeting in March for the board to see the space.

Business Manager Defoor requested the board to pass a GAAP waiver resolution for 2025. She reminded the board that this must be passed every year to waive the GAAP provision if passed NCKLS will continue using KMAAG to prepare financial statements in compliance with the cash budget laws.

There was an update to the employee handbook to include a whistle blower policy which encourages employees to report any improper activity in the workplace without fear of retribution. The handbook also contains some clarifications, including the work week, when part-time is eligible for KPERS, and added various forms that need filled out by staff, and employee responsibilities for company vehicles. Business Manager Defoor also advises all libraries to have a whistle blower policy.

Technology Consultant Mayer is in progress of testing equipment in the conference room for meetings. Mayer also announces the new phone system through WTC the 800 number is the same.

Mayer noted a need for blinds on the windows for security purposes and for sun control. Mayer is also looking into cameras and remote locks for security purposes. The meeting packet contains the quotes for these necessities.

Staff Reports

Personnel committee-Paddock states that the committee would like to pause for an executive session later in the meeting.

Nominating Committee- Cook reported that the people the committee reached out to were willing to serve another term as officers.

Unfinished Business

No unfinished business.

New Business

2025 officer slate

Cook states the officer slate is Moulton president, Paddock for Vice President, and Goodrich for Secretary Treasurer.

Boardman moved to approve the slate of officers for 2025. Bartel seconded, and the motion passed.

GAAP Waiver

President Moulton stated the following:

WHEREAS, the North Central Kansas Library System, of Manhattan, Kansas, has determined that the financial statements and financial reports for the year ending 2025 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget

laws of this state and are of no significant value to the Board or the members of the general public of the North Central Region of Kansas and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the System which require financial statements and financial reports to be prepared in conformity with. K.S.A. 75-1120a(a) for the year ending 2025.

NOW, THEREFORE BE IT RESOLVED, by the Board of North Central Kansas Library System, in regular meeting duly assembled this 23rd day of January, 2025 that the Board waives the requirements of K.S.A. 75-1120a(a) as they apply to the North Central Kansas Library System for the year ending 2025.

BE IT FURTHER RESOLVED that the Board shall cause the financial statements and financial reports of the North Central Kansas Library System to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Paddock moved to accept the GAAP Waiver. Cook seconded and the motion passed.

Personnel Policy updates

Norris had questions about the holiday policy regarding NCKLS being closed on Fridays after Thursday holidays. Norris also had a question about official forms for conflicts of interest and whistleblower concerns.

Norris moved to approve the changes to the employee handbook with the exception of Holiday policies on page 13. Cook seconded, and the motion passed.

The personnel committee will revisit the policy and bring it to the full system board at the next meeting.

Building security and blinds

Paddock is abstaining from voting on this to ensure no conflict of interest.

Quotes from TekNix and Drapery World (a Hunter Douglas product) are attached. The TekNix quote was lower than the Drapery World quote. TekNix products are rechargeable. Hunter Douglas products would require changing batteries. TekNix also blocks out more sun.

Norris Moved to accept Teknix blinds Goodrich seconded, and the motion passed. Paddock abstained from voting.

Security

Bartel moved to accept TekNix for cameras and doors. Boardman seconded and the motion passed.

Paddock abstained from voting.

Paddock moved to request an executive session at 11:02 for fifteen minutes to discuss personnel matters of non-elected personnel. Norris seconded and the motion passed.

The Breakout session included

Paddock, Girton, Boardman, Norris, Ayers, Bartel, Cremer, Goodrich, Cook, Plankinton, and Moulton.

Bartel moved to return to regular session and no action was taken, Paddock seconded, and the motion passed.

Paddocked informed Director Wilkerson that the committee is pleased with how things are going. The Personnel Committee would like to meet with Director Wilkerson to go over the results of the evaluation.

Executive Board Member Comments

Norris commended Director Wilkerson stating Wilkerson has led a seamless process in the changes NCKLS has made.

Moulton appreciated being added to the Microsoft teams

Assistant Technology Consultant Scaler states the goal is to ensure all libraries are able to chat with NCKLS staff in teams.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Cook moved to adjourn Boardman seconded and the motion passed. The meeting was adjourned at 11:25 a.m.

The next meeting will be March, 27th 2024 at 10 a.m at the NCKLS Office.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary