

**North Central Kansas Library System  
Executive Board Meeting  
March 28, 2024**

President Moulton called to order the November meeting of the Executive Committee of the North Central Kansas Library System at 10:00 a.m.

Members present: Nikki Plankinton, Candace Boardman, Linda Cook, Judy Goodrich, Mandy Cook, Peggy Chapin, Jeanie Bartel, Wendy Moulton, Susan Moyer, Janet Ayer, Alisha Paddock.

NCKLS staff present: Jennifer Lund, Business Operations Manager; Sandy Wilkerson, Library Director; Eric Norris, Director of Manhattan Public Library; Teri Belin, Human Resources Consultant; Duane Mayer, Technology Consultant; Kim Scaler, Assistant Technology Consultant; Krystal Cooper, Acquisitions Assistant.

**Consent Agenda**

M. Cook made a motion to approve the consent agenda. L. Cook seconded and the motion passed.

**Financial Statement and Approval of Bills**

Summary of Expenses for the Period Ending, February 29, 2024

General Account	\$ 202,904.53
Employee Benefit Account	28,635.13
Other Income	5,521.88
Capital Improvement	0

Summary of Expenses for the Period Ending March 26, 2024

General Account	309,322.77
Employee Benefit Account	42,889.88
Other Income	8,823.35
Capital Improvement	0

Business Manager Lund explained the February 2024 financial statement. The three incomes from Chase Marion and Washington were counties whose payments came after January financial statements were completed. The cost of 8,634.64 from Technology Support was Duane purchasing in advance for libraries. We had \$3,800 interest for February. In summary, we've received over 58% of our income and spent 14% of our expenses.

Lund also explained the financial statement as of March 26<sup>th</sup>, 2024. NCKLS received the second payment of the year from the counties. Audit and Legal Fees was for Arthur Green to look over personnel policies that Sandy created for NCKLS. Consulting travel for 1,543 was the cost of insurance for 2 of the 4 vehicles and fuel costs. The postage courier grant is paid out for the year. It was a little over budget. The per capita checks and the digital resources grant is also paid out for the year. We received interest of 4,679. We've received some contracting and library fees and state aid for the year. Rotating book van expenses was for 6 months of insurance, some repairs, and fuel. Lund reminded everyone that we are a quarter of the way through the year. We received 65% of the income and spent 21% of expenses.

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

### **Staff Reports**

Director Wilkerson reports that interviews for the Business Manager position. That position is still open at this time.

Wilkerson is also proposing a change from the current integrated library system. The goal is to encourage all the library to shift to automation, Verso has been cost prohibitive in this endeavor, and is not easily accessible to patrons. Wilkerson has submitted a fee structure for the board to review.

Wilkerson proposed NCKLS offer 100% health coverage for employees which is the rate other library systems offer. NCKLS currently covers 80% of health coverage. Wilkerson also attached the bylaws for the board to review and discuss next meeting. It would start September 1<sup>st</sup>.

Wilkerson has been looking into a new office location. It would have more space. Wilkerson has reached out to Dave Birdsong for information on a floor plan. The current office furniture is able to be moved.

Some executive board member seats will be opening.

Tech Consultant Meyer stated all libraries except one have completed work for eRates and NCKLS Office has completed the switch to Office 365.

Director Norris noted that there are conversations for next year legislation pushing forward that would require board members to go through an election process.

Refer to meeting packet for further staff reports.

### **Unfinished Business**

No unfinished Business.

### **New Business**

Staff health benefits package

Moyer moved to accept the staff health benefits package with NCKLS covering 100% of health coverage for employees with the understanding that it is an effort that will be reviewed annually. Paddock seconded, and the motion passed.

ILS change in fee structure

Plankinton made a motion to adopt the participation cost for Norcat. Goodrich seconded, and the motion passed.

Update to Bylaws: committee suggested changes.

Changes are highlighted in bylaws in the meeting packet.

M. Cook moved to accept the proposed changes to the bylaws. Bartel seconded, and the motion passed.

#### Personnel Policy

Director Wilkerson submitted the personnel policy to the board for review. Wilkerson requested the board review it for the next meeting.

#### NCKLS Office Location

Meyer noted the current space NCKL is in is about 3,900 square feet. The perspective space is about 10,000 square feet offering more space for trainings, workshops, and meeting. Meyer estimated the cost for the space would be about 1600 more a month than the current location. More information on cost is requested for the next meeting.

#### Executive Board Member Comments

Moulton reminded everyone that the May meeting will be in Abilene but will have a zoom option.

Moyer is meeting with someone from the Alzheimer's Association about future partnerships.

#### Adjournment

There being no further business President Moulton called for a motion to adjourn. M. Cook moved to adjourn Bartel seconded and the motion passed. The meeting was adjourned at 11:13 a.m.

The next meeting will be May 16<sup>th</sup> 2024 at 9 a.m.

Respectfully submitted,

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Wendy Moulton, President

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Krystal Cooper, Recording Secretary