

EXECUTIVE COMMITTEE MEETING

January 11, 2012

The Executive Committee of the Northwest Kansas Library System met on January 11, 2011, at Pioneer Memorial Library in Colby, Kansas. Karen Gillihan, Chair; called the meeting to order at 3:08 PM.

Present for the meeting were Chair, Karen Gillihan; 1st Vice Chair, Sharon Dubois; 2nd Vice Chair, Mary Luehrs; Secretary, Nancy Saddler, Stephanie Brock, and Jodee Reed member at large. Treasurer, Helen Rhodes, Mona Coupal and Mary Prickett were not in attendance. Staff members present were George Seamon and Mary Boller.

BILLS AND FINANCIAL REPORT, APPROVAL OF

Mary Luehrs MOVED, with a second from Nancy Saddler to approve the financial report and to pay the bills. The motion carried.

DIRECTOR'S REPORT

George Seamon reported that NWKLS switched bookkeeping software from *Peachtree* to *Quick Books* per a recommendation from Mapes and Miller. George reported the progress of the E-book migration. Currently 8,000 plus books are being migrated from **Overdrive** to **Kansas Easy Library**. The only devices compatible at this time are Android and Apple. In the next couple of months Kindle, Nook, and other E-readers will be compatible. NWKLS is planning a **TECH DAY** for April to convey and share technology information with member libraries.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Approval of GAAP Waiver

Sharon Dubois MOVED, with a second from Jodie Reed to approve the GAAP waiver for 2012. The motion carried.

Approval of Financial Depository Institutions

Nancy Saddler MOVED, with a second from Jodie Reed to approve First Security Bank and Trust and Almena State Bank as the NWKLS financial depository institutions. The motion carried.

Discontinue 125 Cafeteria Plan

Sharon Dubois MOVED, with a second from Nancy Saddler to discontinue the 125 Cafeteria Plan for NWKLS employees with an effective date of December 31, 2011. The motion carried.

Determine the Location and Time for Future Meetings

The Board was invited to the system office for their February 8th meeting. All subsequent meetings will be held at Pioneer Memorial Library in Colby, Kansas at 3:00 p.m. unless otherwise decided upon by the Board.

Schedule Meetings of the Planning and Budget Committees

Planning committee will need to meet with the Chair, Mona Coupal before these meetings can be set. The Budget Committee will meet on February 8th following the regular Board meeting. The Policy Committee will meet at 12:30 p.m. on February 8th prior to the regular Board meeting. NWKLS existing policies will be sent to Nancy Saddler by George Seamon and then a time can be established for future meetings.

Other

Director George Seamon requested permission to meet with attorney, Mark Whitney to discuss possible 503 C status for NWKLS. George also wanted to be sure that the communication between himself and the Board was working for all members and that emailing the Board Packets was working for all the members. The Board also needed for George to supply them with a format for his six month evaluation. George will look into the ways this is conducted at other systems and get back to the Board with an evaluation tool.

ADJOURNMENT

Jodie Reed MOVED, with a second from Mary Luehrs, to adjourn. The motion carried. The meeting was adjourned at 4:20 PM.

Chair

Secretary

EXECUTIVE COMMITTEE MEETING

February 8, 2012

The Executive Committee of the Northwest Kansas Library System met on February 8, 2012, at Northwest Kansas Library System located in Norton, Kansas. Karen Gillihan, Chair; called the meeting to order at 2:55 PM.

Present for the meeting were Chair, Karen Gillihan; 1st Vice Chair, Sharon Dubois; 2nd Vice Chair, Mary Luehrs; Secretary, Nancy Saddler; Treasurer, Helen Rhodes, Mona Coupal, and Mary Prickett members at large. Stephanie Brock and Jodee Reed were not in attendance. Staff members present were George Seamon, Aurelia Jackson, and Mary Boller. Guest present for the meeting Marcia Hickert.

MINUTES, APPROVAL OF

Action: Sharon Dubois' name appears twice in the January 11th, 2012, minutes and needs to be removed from the members at large section. Sharon Dubois MOVED, with a second from Mona Coupal, to approve the January 11, 2012, minutes with the action taken. The motion carried.

BILLS AND FINANCIAL REPORT, APPROVAL OF

Mary Prickett MOVED, with a second from Nancy Saddler, to approve the financial report and to pay the bills. The motion carried.

DIRECTOR'S REPORT

George Seamon reported that the NWKLS consultants and director have been traveling extensively serving our member libraries. He also reported that these visits are making a positive impact on our communities and member libraries. George reported that he is working with Mark Whitney on the systems 501 C 3 status. Mary Boller shared that NWKLS has been approached by the State Library about receiving a grant to assemble over 360-6 by 6 Activity Kits that will be developed and housed at NWKLS for the entire state. Lastly, George reported that the Governor's Budget proposal for 2013 includes an \$800,000 enhancement for the State Library to support statewide databases, which needs to be approved by the State Legislature to be enacted.

OLD BUSINESS

Evaluation Tools Report:

George Seamon has compiled the evaluation tools requested by the board, which will be sent out to committee members in an email for review. Once a tool has been selected, the committee will evaluate the director's performance for the last 6 months.

Other

No other old business was proposed.

NEW BUSINESS

Sheridan County Commissioner's Meeting:

George Seamon shared that he along with the NWKLS staff consultants met with Sheridan County commissioners on February 6th, 2012, to discuss regional library system statues and structure, and the role that the system plays in providing library services for all of Sheridan County.

Discussion of Financial Report:

George Seamon wanted to make the board aware that there are some carryover issues that date back to the 2003 budget, he is looking into the matter and hopes to have the issue resolved in the next few months.

Other:

KLTA Representative Report:

Mary Prickett reported on her activity with the KLTA group, and wanted to get feedback from the committee as to how she should proceed as part of that group.

School Library Report:

Mona Coupal shared that in 2013 school librarians will rejoin the KLA Conference.

New Position at NWKLS:

George Seamon wanted the board to consider hiring a new NWKLS staff member to help with the increased demand for cataloging and to serve as an administrative assistant to the Director and Consultants. The board tabled this discussion for the next meeting.

ADJOURNMENT

Helen Rhodes MOVED, with a second from Mary Luehrs, to adjourn. The motion carried. The meeting was adjourned at 3:53 PM.

EXECUTIVE COMMITTEE MEETING

March 21, 2012

The Executive Committee of the Northwest Kansas Library System met on March 21, 2012, at Pioneer Memorial Library located in Colby, Kansas. Karen Gillihan, Chair; called the meeting to order at 3:10 PM.

Present for the meeting were Chair, Karen Gillihan; 1st Vice Chair, Sharon Dubois; 2nd Vice Chair, Mary Luehrs; Secretary, Nancy Saddler; Darla Deeds and Mary Prickett members at large. Stephanie Brock, Helen Rhodes, Mona Coupal, and Jodee Reed were not in attendance. Staff members present were George Seamon, Aurelia Jackson, Dave Fischer, and Mary Boller. No guests were present for the meeting.

MINUTES, APPROVAL OF

Mary Luehrs MOVED, with a second from Nancy Saddler, to approve the February 8, 2012, minutes. The motion carried.

BILLS AND FINANCIAL REPORT, APPROVAL OF

Sharon DuBois MOVED, with a second from Nancy Saddler, to accept the financial report and pay the bills. The motion carried.

DIRECTOR'S REPORT

George Seamon had each of the consultants from NWKLS give a report. Mary Boller reported on the possible grant from the State Library for 6 by 6 activity kits. She also reported on the 6 by 6 presentations that she is making across the region including preschool Screenings. Mary reported that she is going to New York on April 22, for Family Place Library training, which is paid for by a grant from Smart Start. Aurelia Jackson reported that she has been busy with cataloging materials for the system and member libraries. Aurelia is planning a summer workshop for school librarians in the region. She is working with Mary to order materials for the School library rotation, which will hopefully begin at the start of the 2012-2013 school year. Dave Fischer reported that he continues to update computers throughout the system. Dave also reported that the Kansas EZ Library Workshops are well received. George Seamon reported on the development of the Shared Regional/ State Library Goals and the development of purchasing items for the Kansas EZ Library.

OLD BUSINESS

Evaluation Tools Report

The Executive Committee selected an evaluation tool, which will be updated by Karen Gillihan to fit the needs of Northwest Kansas Library System. Karen Gillihan will email the edited document to each of the Executive Committee Members and NWKLS Staff for completion. Evaluation need to be returned to Karen before the April 18, meeting. The Executive Committee agreed to evaluate George Seamon on April 18.

Bookkeeping Position

Nancy Saddler MOVED, with a second from Mary Prickett, to authorize George Seamon to begin searching for a bookkeeper in whatever capacity possible.

Other

No other old business was proposed.

NEW BUSINESS

Committee Reports

The Planning Committee will meet electronically on March 29, at 3:00 PM. The Budget Committee will meet electronically on April 2, at 2:00PM. George Seamon reported that the Collection Development, Personnel, and Services Policies are almost complete.

System Services Grant and State-Aid Issue

George Seamon reported that a member public library was denied State-Aid, due to a decline in library budget, which would lead to a decrease in NWKLS System Services Grant to said library. Does the system want to penalize a member public library for being denied State-Aide based on something out of their hands? The Executive Committee decided to table this item until the April 18, meeting.

System Services Grant Requirements

The Executive Committee reviewed the System Services Grant Requirements and asked George Seamon to reword this document for approval at the April 18, meeting.

Other:

No other new business was proposed.

ADJOURNMENT

Mary Luehrs MOVED, with a second from Nancy Saddler, to adjourn. The motion carried. The meeting was adjourned at 4:50 PM.

EXECUTIVE COMMITTEE MEETING

April 18, 2012

The Executive Committee of the Northwest Kansas Library System met via Elluminate on April 18th, 2012. Karen Gillihan, Chair; called the meeting to order at 3:19PM.

Present for the meeting were Chair, Karen Gillihan; 1st Vice Chair, Sharon Dubois; 2nd Vice Chair, Mary Luehrs; Secretary, Nancy Saddler, Jodee Reed, Mona Coupal and Mary Prickett member at large. Treasurer, Helen Rhodes and Stephanie Brock were not present. Staff members present were George Seamon, Aurelia Jackson and Mary Boller.

APPROVAL OF MINUTES

Sharon Dubois MOVED, with a second from Jodee Reed, to approve the March 21st, 2012 minutes. The motion carried.

BILLS AND FINANCIAL REPORT, APPROVAL OF

Mona Coupal MOVED, with a second from Mary Luehrs, to approve the financial report and to pay the bills. The motion carried.

DIRECTOR'S REPORT

George Seamon reported that 6 applications had been received for the Bookkeeping/Office Manger position currently open at NWKLS. An interview has been scheduled for Monday, April 23rd. George also reported that three staff members, Dave Fischer, Mary Boller as well as himself attended KLA last week and all were pleased with the training and overall positive regard that NWKLS is receiving at the State level. George also stated that talks with the Kansas Humanities Council will continue to make for a seamless transition of holdings and distribution of this collection.

OLD BUSINESS

Director's Evaluation

This item has been tabled until the May 9th Executive Committee Meeting.

Discussion of System Service Grants and State-Aid

With WaKeeney being denied State-Aid and wanting to abide by our own policies for library systems members receiving grants from NWKLS it was agreed that there would be a 10% reduction in the grant awarded to WaKeeney.

System Service Grant Requirements

The new policy was sent to all members via email by Aurelia Jackson.

NEW BUSINESS

Budget for 2013

The budget has been forwarded to all members for them to look over, any questions or concerns before the May meeting should be forwarded to Karen Gillihan for discussion at the May 9th Full System Meeting.

System Plan for 2013

George Seamon shared the new additions and revisions. Some of the highlights were being more visible at legislative events and a larger presence in all the communities our libraries serve. The plan as well has been forwarded to all members for them to look over prior to the vote to accept at Full System on May 9th.

KLA Reports

Chair Karen Gillihan stressed the fact that KLA is a valuable conference for all librarians to attend. This year in particular she was struck by the personal recognition she received from State Librarian Jo Budler and again the positive regard for Northwest Kansas Library System was apparent. She reported that she was pleased when able to tell others about the addition of our new technology consultant. All are looking forward to the 2013 conference which will be held in the fall, which will welcome back the school librarians.

ADJOURNMENT

Mona Coupal MOVED, with a second from Mary Prickett, to adjourn. The motion carried. The meeting was adjourned at 4:20 PM.

NWKLS Executive Committee Meeting

May 9, 2012

The Executive Committee of Northwest Kansas Library System met at the System Office, Norton, Kansas, on May 9, 2012.

Attending: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Nancy Saddler, Secretary; Helen Rhodes, Treasurer; Stephanie Brock, Mary Prickett, and Mona Coupal.

Absent: Darla Deeds and Jodee Reed.

Staff Members Attending: George Seamon, Aurelia Jackson, and Dave Fischer.

The meeting was called to order by Karen Gillihan, Chair; at 12:34 p.m.

Approval of the Minutes

Sharon DuBois **MOVED**, with a second from Mary Prickett, to approve the April 18, 2012, Minutes. The motion carried.

Accept the Financial Report and Pay Bills

Mary Prickett **MOVED**, with a second from Nancy Saddler, to accept the Financial Report and to pay the Bills. The motion carried.

Director's Report

George Seamon reported that Mary Boller had attended the Kansas Librarians for Children and Youth (KLCY) meeting on Friday, May 4th, and the State Library is still committed to having NWKLS develop and house the statewide collection of 6 by 6 Kits. He also commended his staff for being supportive and proactive during this time of flux. George also reported that a new bookkeeper, Alice Evans, has been hired and will begin work officially on June 11th.

Old Business:

Director's Evaluation

Karen Gillihan reported the results from the Director's Evaluation: Staff Evaluations were positive with no negative statements. The Executive Committee Evaluations were positive with a comment directing George Seamon to manage his time more effectively.

New Business:

2013 Budget

Mary Prickett **MOVED**, with a second from Nancy Saddler, to recommend the 2013 Budget to the Full System Board. The motion carried.

2013 System Plan

Nancy Saddler **MOVED**, with a second from Sharon Dubois, to recommend the 2013 System Plan to the Full System Board. The motion carried.

2013 Regional Library Systems and State Library of Kansas Shared Goals

Mary Prickett **MOVED**, with a second from Nancy Saddler, to recommend the Shared Goals for 2013 to the Full System Board. The motion carried.

Adjournment

Mary Prickett **MOVED**, with a second from Mona Coupal, to adjourn the meeting. The motion carried. The meeting was adjourned at 1:29 P.M.

The next Executive Committee Meeting will be June 13, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

June 20, 2012

The Executive Committee of Northwest Kansas Library System met at Pioneer Memorial Library, Colby, Kansas, on June 20, 2012.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Mona Coupal, Darla Deeds, Jodee Reed

Committee Members absent: Stephanie Brock, Nancy Saddler, Secretary; Mary Prickett

Staff Members in attendance: George Seamon, Dave Fischer

The meeting was called to order by Karen Gillihan, Chair; at 3:10pm.

Approval of the Minutes:

Mary Luehrs **MOVED**, with a second from Mona Coupal, to approve the May 9, 2012, minutes. The motion carried.

Financial Report and Bills:

Sharon DuBois **MOVED**, with a second from Mary Luehrs, to accept the Financial Report and to pay the Bills. The motion carried.

Director's Report:

George Seamon reported that Alice Evans started and has integrated into the staff and has quickly acclimated to her new position. George reported that Dave Fischer and he met with the Rawlins County Library Board and Librarian to discuss Verso and E-Books/E-Readers. The presentations were well received. He also reported that the System has done away with the Pitney-Bowes Postage machine, due to cost and lack of use. George also reported that the system is going to drop subscriptions to the professional journals and collections magazines no longer being used. George reported that system will go live on Verso in October of this year, and that system staff will be working on changes to rotation to accommodate Verso. The Committee discussed the possibility of integrating Jay Johnson and Goodland into the system consortium, which can be done anytime for a price.

Mary Luehrs thanked the board and George for bringing Dave Fischer on board as the Tech Consultant.

Old Business:

Director's Evaluation

The Committee discussed comments submitted for the System Director's Evaluation, which were overall very positive.

Sharon DuBois **MOVED**, with a second from Jodee Reed, to accept the Director's Evaluation and continue to employ George Seamon as Director of the System. The motion carried.

New Business:

Set Date for Budget Hearing

The Budget Hearing was set for August 8, 2012.

Set Contracting Fees for Non-System Libraries

Dave Fischer reported to the board the possibility of doing work for Graham County and Rawlins County Libraries. The Committee discussed possible fee schedules.

Sharon DuBois **MOVED**, with a second from Jodee Reed, to offer contracts at a rate of \$50.00 per hour for time, plus the cost of hardware and software used. The motion carried.

Neighborhood Revitalization Program

The Committee discussed the Thomas and Cheyenne County Neighborhood Revitalization Plans. George Seamon explained how the plans work, by providing property owners a tax break on new construction projects or improvements.

Sharon DuBois **MOVED**, with a second from Mona Coupal, to set a Thomas County Neighborhood Revitalization Plan hearing date for the next Committee Meeting on July 11, at Pioneer Memorial Library in Colby, Kansas. The motion carried.

George Seamon reported that he would contact Cheyenne County and find out what the system needs to do to support their Neighborhood Revitalization Plan.

Adjournment:

Jodee Reed **MOVED**, with a second from Helen Rhodes, to adjourn the meeting. The motion carried. The meeting was adjourned at 4:45pm.

The next Executive Committee Meeting will be July 11, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

July 11, 2012

The Executive Committee of Northwest Kansas Library System met at the Pioneer Memorial Library, Colby, Kansas, on July 11, 2012.

Committee Member in attendance: Karen Gillihan, Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary; Darla Deeds, Jody Reed, Stephanie Brock, and Mary Prickett

Committee Members absent: Mona Coupal and Sharon DuBois, 1st Vice Chair

Staff Members in attendance: George Seamon and Dave Fischer

The meeting was called to order by Karen Gillihan, Chair; at 3:08 pm.

The Neighborhood Revitalization Hearing was opened at 3:08 pm.

Approval of the Minutes:

Nancy Saddler pointed out a miss spelled word and a grammar correction in the June 20, 2012, minutes.

Jodie Reed **MOVED**, with a second from Nancy Saddler, to approve the June 20, 2012, minutes as amended. The motion carried.

Financial Report and Bills:

George Seamon explained the Financial Report and Bill List to Committee Members.

Mary Prickett **MOVED**, with a second from Darla Deeds, to accept the Financial Report and to pay the Bills. The motion carried.

Director's Report:

George Seamon reported that Mary Boller and he attended the Norton Rotary Club meeting to discuss 6 by 6 and e-readers, Mary Boller did story time at Lenora Public Library, and Dave and he offered the St. Francis Public Library staff eBook training. George also reported that system staff had been traveling to Hoxie helping Mona Coupal weed the library at Hoxie High School. He reported that Toni Harrell, Director of Talking Books Services, did a site visit at the system to evaluate the NWKLS Consultant Contract with the State Library. Toni is pleased with what we are doing to serve our Talking Books patrons. Mary has submitted the proposal for the 2012-2013 Talking Books Consultant Contract. George Seamon and Aurelia Jackson cancelled the School Library Workshop due to lack of registrants, and as a result, Melany Wilks encouraged her husband to visit the system. Sandy Wilks spent most of the day at NWKLS taking a tour and learning as much as he could about our operation. George also reported that he has been attending the WaKeeney City Library Board meetings to help with a transition from the City of WaKeeney controlling the library's finances to the library board. He also reported that Mary Boller will be out for Hip surgery July 16-20.

The Neighborhood Revitalization Hearing closed at 3:30 pm.

Old Business:

Thomas County Neighborhood Revitalization Plan

George Seamon recapped the Thomas County and Cheyenne County Neighborhood Revitalization Plan. Mary Prickett **MOVED**, with a second from Nancy Saddler, to adopt the Resolution on approving the Thomas County Neighborhood Revitalization Plan. The motion carried.

Kan-ed

George reminded the board that the Kan Ed. T1 line will be gone after Sept. 4th as reported by Jerry Huff. There was discussion on what other alternatives are available.

There was a brief discussion of the Library Standards.

No other old business was proposed.

New Business:

No new business was proposed.

Adjournment:

Mary Luehrs **MOVED**, with a second from Mary Prickett, to adjourn the meeting. The motion carried. The meeting was adjourned at 3:50pm.

The next executive Committee Meeting will be August 8, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

August 8, 2012

The Executive Committee of Northwest Kansas Library System met at the Pioneer Memorial Library, Colby, Kansas, on August 8, 2012.

Committee Member in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary; Stephanie Brock, Mona Coupal, and Mary Prickett

Committee Members absent: Darla Deeds and Jodee Reed

Staff Members in attendance: George Seamon and Alice Evans

Guests in attendance: Helen Dobbs, Cheyenne County Development Corporation

The meeting was called to order by Karen Gillihan, Chair; at 3:05 pm.

The NWKLS Budget Hearing was opened at 3:06 pm.

Approval of the Minutes:

Nancy Saddler **MOVED**, with a second from Mary Prickett, to approve the July 11, 2012, minutes as amended. The motion carried. (8-0)

Financial Report and Bills:

Mary Luehrs **MOVED**, with a second from Sharon DuBois, to accept the Financial Report and to pay the Bills. The motion carried. (8-0)

Director's Report:

George Seamon reported that Leslie Van Holton and Murl Riedel of the Kansas Humanities Council visited NWKLS to see the facility and how NWKLS staff processed the TALK Books Collection. George also reported that the State Library is anticipating another 10% cut for the 2013 fiscal year and an additional cut in the 2012 fiscal year.

Old Business:

Cheyenne County Neighborhood Revitalization Plan

Helen Dobbs recapped the Cheyenne County Neighborhood Revitalization Plan.

Mary Prickett **MOVED**, with a second from Nancy Saddler, to adopt NWKLS Resolution 3 approving the Cheyenne County Neighborhood Revitalization Plan for the portion of NWKLS located in Cheyenne County, Kansas. The motion carried. (8-0)

No other old business was proposed.

The NWKLS Budget Hearing was closed at 3:25 pm.

New Business:

Adoption of a Resolution on the 2013 Budget Increase

Mary Prickett **MOVED**, with a second from Sharon DuBois, to adopt NWKLS Resolution 4 increasing the 2013 Budget. The motion carried. (8-0)

Adoption and Certification of the 2013 Budget

Mary Prickett **MOVED**, with a second from Mona Coupal, to adopt and certify the 2013 NWKLS Budget. The motion carried. (8-0)

6 by 6 Contract from the State Library

George Seamon distributed copies of the proposed contract with the State Library of Kansas for assembling and refurbishment of 6 by 6 Activity Centers.

The Executive Committee tabled this discussion requesting more information on the contract.

eRate Solutions Contract

George Seamon presented the contract renewal with eRate Solutions. The Executive Committee saw no reason to discontinue services with eRate Solutions and unanimously consented to the contract renewal.

Appointment of the Nomination Committee for October Election of Officers

Mary Prickett **MOVED**, with a second from Mary Luehrs, to recommend the current slate of officers to the Full System Board at the October 10th meeting. Slate of officers as constituted: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary. The motion carried. (8-0)

Options for Kansas Unemployment

Alice Evans reported that the NWKLS Unemployment costs would increase in 2013 by more than was budgeted, since the Executive Committee did not receive the information on the increase before budget preparations. However, she discovered options to decrease the overall cost by switching to a different Kansas Unemployment Plan, which would put costs below the budgeted amount. Sharon DuBois **MOVED**, with a second from Mona Coupal, to move from a Rated Governmentally unit to a Contributing Employer. The motion carried. (8-0)

No other new business was proposed.

Adjournment:

Nancy Saddler **MOVED**, with a second from Helen Rhodes, to adjourn the meeting. The motion carried. (8-0) The meeting was adjourned at 4:13pm.

The next executive Committee Meeting will be September 12, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

September 12, 2012

The Executive Committee of Northwest Kansas Library System met via Conference Call on September 12, 2012.

Committee Member in attendance: Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary; Stephanie Brock, Mona Coupal, and Mary Prickett

Committee Member joining the meeting late: Darla Deeds

Committee Members absent: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; and Jodee Reed

Staff Members in attendance: George Seamon, Mary Boller, Dave Fischer and Alice Evans

The meeting was called to order by Mary Luehrs, 2nd Vice Chair; at 3:04 pm.

Approval of the Minutes:

Helen Rhodes **MOVED**, with a second from Mona Coupal, to approve the August 8, 2012, minutes as amended by the Committee. The motion carried. (6-0)

Financial Report and Bills:

Nancy Saddler **MOVED**, with a second from Helen Rhodes, to accept the Financial Report and to pay the Bills. The motion carried. (6-0)

Director's Report:

George Seamon reported on the Statewide Broadband Planning Session held at Pioneer Memorial Library.

Old Business:

6 by 6 Contract

Mona Coupal **MOVED**, with a second from Stephanie Brock, to approve the contract and authorize George Seamon to sign the contract. The motion carried. (6-0)

Mary Boller left the meeting at 3:26 PM.

No other old business was proposed.

New Business:

Talking Books Contract

Stephanie Brock **MOVED**, with a second from Nancy Saddler, to approve the contract and authorize Karen Gillihan to sign it. The motion carried. (6-0)

Darla Deeds joined the meeting at 3:33 PM.

NWKLS Library Awards

George Seamon recommended that NWKLS begin giving awards to Member Librarians recognizing achievement. The Committee agreed to offer two awards each year, which will be presented at Fall Full System, recognizing library achievement in NWKLS.

Log-Me In Software

Dave Fischer proposed the purchase of a full version of Log-Me In. The full version includes more functionality that would save Dave a great deal of time in travel. Mona Coupal **MOVED**, with a second from Nancy Saddler, to purchase the full version of Log-Me In. The Motion Carried. (7-0)

Ben Mikaelson Discussion

George Seamon reported that Ben Mikaelson, a nationally known and recognized author, is coming to Kansas to present at various schools across the State. NWKLS has an opportunity and desire to bring him to the region to present at some of our schools. George outlined costs and staff time that would be required for Ben's visit to the region. Helen Rhodes **MOVED**, with a second from Mary Prickett, to approve pursuing funding for and supporting the Ben Mikaelson visit. The motion carried. (7-0)

Adjournment:

Mona Coupal **MOVED**, with a second from Nancy Saddler, to adjourn the meeting. The motion carried. (7-0) The meeting was adjourned at 4:05pm.

The next executive Committee Meeting will be October 10, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

October 10, 2012

The Executive Committee of Northwest Kansas Library System met at Pioneer Memorial Library in Colby, Kansas.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary; Darla Deeds, Mary Prickett, and Jodee Reed

Committee Members absent: Stephanie Brock and Mona Coupal

Staff Members in attendance: George Seamon, Dave Fischer, and Aurelia Jackson

The meeting was called to order by Karen Gillihan, Chair; at 12:31 pm.

Agenda Amendment

George Seamon reported that there would not be an audit report. The audit report will be available for the November meeting.

Approval of the Minutes:

Nancy Saddler **MOVED**, with a second from Helen Rhodes, to approve the September 12, 2012, minutes. The motion carried. (8-0)

Financial Report and Bills:

Mary Prickett **MOVED**, with a second from Jodee Reed, to accept the Financial Report and to pay the Bills. The motion carried. (8-0)

Director's Report:

George Seamon reported that Linda Keith, Pat Hammond, and he attended an Interlibrary Loan meeting in Salina. Jo Budler, State Librarian of Kansas reported that the FullfilLLment, an open-source interlibrary loan system, was going to replace Agent Verso, but due to the slow pace of development and other issues, will not be an option for another three years. George asked the librarians on the committee to submit information on their needs for interlibrary loan software. He also reported that the Governor would like to see his Summer Reading Program more widely used in 2013. System Directors and the State Librarian will be scheduling a meeting between the KLCY Group and the Governor's Office to see if the two Summer Reading Programs can be meshed together. George also reported that the State Legislature has formed a study committee to examine sustainable broadband in Kansas Libraries.

Old Business:

Ben Mikaelson Visit

George Seamon reported that \$420.00 was raised for the Ben Mikaelson visit.

No other old business was proposed.

New Business:

Dane G. Hansen Grant

George Seamon reported that the system received a \$10,000.00 grant from the Dane G. Hansen Foundation. The Committee recommended using the money to pay for the Ben Mikaelson visit, buy a desk for Alice Evans, and desk chairs for NWKLS employees.

Holiday Closings and Staff Appreciation

The Committee determined that the system office should be closed December 24-26, which would include a staff appreciation day. The Committee also tabled a discussion on staff bonuses.

No other new business was proposed.

Adjournment:

Sharon DuBois **MOVED**, with a second from Mary Luehrs, to adjourn the meeting. The motion carried. (8-0) The meeting was adjourned at 1:25 pm.

The next executive Committee Meeting will be November 14, 2012, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

December 12, 2012

The Executive Committee of Northwest Kansas Library System met at Pioneer Memorial Library in Colby, Kansas.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Helen Rhodes, Treasurer; Nancy Saddler, Secretary; Stephanie Brock, Mona Coupal, Mary Prickett, and Jodee Reed

Committee Member absent: Darla Deeds

Staff Members in attendance: George Seamon and Alice Evans

Guest in attendance: Brian Thompson, Mapes and Miller

The meeting was called to order by Karen Gillihan, Chair; at 3:07 pm.

Audit Report

Brian Thompson, Auditor with Mapes and Miller, presented the Audit Report for fiscal year 2011.

Mary Prickett **MOVED**, with a second from Mary Luehrs, to accept the audit report and have Mapes and Miller fill the audit with various agencies. The motion carried. (9-0)

Brian Thompson left the meeting.

Approval of the Minutes:

November meeting was cancelled and the minutes from the October meeting were approved by mail ballot. No action needed.

Financial Report and Bills:

Nancy Saddler **MOVED**, with a second from Mona Coupal, to accept the Financial Report and to pay the Bills. The motion carried. (9-0)

Director's Report:

George Seamon reported that the funding for statewide databases has been removed from the 2013 State Library of Kansas budget. He also reported that the State Library of Kansas has invested in another e-book model, Freanding, which has a collection of books that are always available and patrons use tokens to check out books.

Old Business:

Employee Bonuses

Mary Prickett **MOVED**, with a second from Mary Luehrs, to go into Executive Session for 20 minutes to discuss matters pertaining to non-elected personnel and the Executive Committee will return to open session in the Pioneer Memorial Library Meeting Room. The motion carried. (9-0)

The Executive Committee went into Executive Session at 3:47 PM.

The Executive Committee resumed the open meeting at 4:07 PM

Mary Prickett **MOVED**, with a second from Mary Luehrs, to go into Executive Session for 15 minutes to discuss matters pertaining to non-elected personnel and the Executive Committee will return to open session in the Pioneer Memorial Library Meeting Room. The motion carried. (9-0)

The Executive Committee went into Executive Session at 4:08 PM.

The Executive Committee resumed the open meeting at 4:23 PM.

Sharon DuBois **MOVED**, with a second from Stephanie Brock, to pay the system staff a \$500 bonus. The motion carried. (9-0)

No other old business was proposed.

New Business:

Employee Salaries

Nancy Saddler **MOVED**, with a second from Jodee Reed, to increase staff wages as follows: Dave Fischer \$2.13/hour, Aurelia Jackson \$0.90/hour, Mary Boller \$0.62/hour, Alice Evans \$0.55/hour, Pat Hammond \$0.60/hour, Linda Keith \$0.60, and George Seamon \$0.75/hour. The motion carried. (9-0)

Year End Bills

Mary Luehrs **MOVED**, with a second from Jodee Reed, to authorize payment of year-end bills. The motion carried. (9-0)

No other new business was proposed.

Adjournment:

Jodee Reed **MOVED**, with a second from Mary Luehrs, to adjourn the meeting. The motion carried. (9-0)
The meeting was adjourned at 4:30 pm.

The next executive Committee Meeting will be January 9, 2013 at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary