

NWKLS Executive Committee Meeting

January 9, 2013

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

Committee Members in attendance: Karen Gillihan, Chair; Mary Luehrs, 2nd Vice Chair; Nancy Saddler, Secretary; Stephanie Brock, Mona Coupal, Darla Deeds, Mary Prickett, and Jodee Reed

No Committee Member were absent.

Staff Members in attendance: George Seamon and Alice Evans

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

Approval of the Amended Agenda

Nancy Saddler **MOVED**, with a second from Jodee Reed, to approve the amended agenda. The motion carried. (8-0) [Items added to the agenda include: Dale Marie Bryan, Treasurers Position, and Renewal of Norton Area Chamber of Commerce Membership]

Approval of the Minutes:

Mary Prickett **MOVED**, with a second from Mary Luehrs, to approve the minutes of the December 12, 2012, meeting. The motion carried. (8-0)

Financial Report and Bills:

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

Director's Report:

George Seamon reported that the State Library of Kansas released a new e-book platform "Freanding", which will join 3M in Kansas EZ Library. The Freanding e-book lending platform has a collection of titles that are always available and patrons use tokens to check-out an e-book. Each patron will get 5 tokens a week, and the State Library only pays for the tokens that are used.

Old Business:

No old business

No other old business proposed.

New Business:

Approval of the GAAP Waiver for 2013

Mary Prickett **MOVED**, with a second from Mona Coupal, to approve the GAAP Waiver for 2013. The motion carried. (8-0)

Approval of the Financial Depository Institutions

Nancy Saddler **MOVED**, with a second from Jodee Reed, to approve First Security Bank and Trust and Almaena State Bank as depositories for Northwest Kansas Library System. The motion carried. (8-0)

Committee Appointment

Karen Gillihan, Chair, announced committee appointments. Planning Committee; Sharon DuBois, Tara Schroer, Nancy McFarlin, Nancy Saddler, Stephanie Brock, and Karen Gillihan. Budget Committee; Mary Luehrs, Jodee Reed, Cindi Eller, Marcia Hickert, Mary Prickett, Karen Gillihan. Policy Committee; Melany Wilks, Mona Coupal, Victoria Halbleib, Sara Linden, Darla Deeds, Karen Gillihan.

Schedule Meetings for the Planning and Budget Committees

Budget Committee will meet on March 13, 2013, at 1:00 PM, at Pioneer Memorial Library. Policy Committee will meet on February 21, 2013, at 3:30 PM, via phone conference. Planning Committee will meet on February 13, 2013 at 1:00 PM, at Pioneer Memorial Library.

Other New Business:

Dale Marie Bryan

George reported that Dale Marie Bryan will be in Northwest Kansas providing presentations, one of which, will be offered to Colby Schools free of charge. Ms. Bryan was wondering is the system would pay mileage for her trip to the region. The Executive Committee tabled the discussion pending further information.

Treasurer Position

Mary Prickett **MOVED**, with a second from Nancy Saddler, to elect Jodee Reed Treasurer. The motion carried. (8-0)

Renewal of Norton Area Chamber of Commerce Membership

Mona Coupal **MOVED**, with a second from Jodee Reed, to renew the systems membership to the Norton Area Chamber of Commerce for \$50.00. The motion carried. (8-0)

No other new business was proposed.

Adjournment:

Nancy Saddler **MOVED**, with a second from Mona Coupal, to adjourn the meeting. The motion carried. (8-0) The meeting was adjourned at 4:04 pm.

The next executive Committee Meeting will be February 13, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

February 13, 2013

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; Nancy Saddler, Secretary; Stephanie Brock, Mona Coupal, and Darla Deeds.

Jodee Reed, Treasurer; and Mary Prickett were absent.

Staff Members in attendance: George Seamon and Dave Fischer

The meeting was called to order by Karen Gillihan, Chair; at 3:22 pm.

Approval of the Minutes:

Nancy Saddler **MOVED**, with a second from Darla Deeds, to approve the minutes of the January 13, 2013, meeting. The motion carried. (7-0)

Financial Report and Bills:

Sharon DuBois **MOVED**, with a second from Nancy Saddler, to accept the Financial Report and to pay the Bills. The motion carried. (7-0)

Director's Report:

George Seamon reported that Aurelia Jackson has been appointed to the KLC RFP Committee. George reported on KLAEF Grants/Scholarships that will be offered in 2013. He also reported on the purchase of a new van for rotation. He will also be looking into a wrap for the new rotation van. George reported that local state legislators need to be contacted, and urged to support the funds going to the State Library for statewide databases. He also reported that staff members from the State Library met with members of the Governor's Office about the Summer Reading Program and had a productive meeting, which led to an integration of the Governor's Program with the Public Libraries' Program.

Old Business:

Committee Reports

Sharon DuBois reported that the Planning Committee will meet again on March 6, via Collaborate. The Committee made it through the goals for 2013, but still need to talk about System Grants.

No other old business proposed.

New Business:

Graham County Library—Charge for an E-Reader Workshops to Patrons

The Executive Committee determined that the hourly rate of \$50.00/hour would be applicable for Workshops. A two hour workshop with one staff member would be \$100.00. The Executive Committee would like the Policy Committee to include pricing for contracting with non-member libraries in the System Policies.

Attwood Schools—Charge for School Library Rotation

Mona Coupal **MOVED**, with a second from Mary Luehrs, to set the price for non-member libraries contracting for School Library Rotation at \$250.00/year. The motion carried. (7-0)

Form Printer Lexmark 4227 Plus—Sell or Keep

Mary Luehrs **MOVED**, with a second from Sharon DuBois, to sell the printer at fair market value. The motion carried. (7-0)

March and April Meetings for the Executive Committee—Reschedule

The March 13, Executive Committee Meeting will be held at Sheridan County Library at 3:00 PM, and the April Executive Committee Meeting will be held on April 3, at Pioneer Memorial Library at 3:00 PM. The Budget Committee Meeting will be held at Sheridan County Library on March 13, at 1:00 PM.

Change Signers on the CD at Almena State Bank

Sharon DuBois **MOVED**, with a second from Darla Deeds, to include Karen Gillihan, Mary Luehrs, Jodee Reed and George Seamon as signers on the CD at Almena State Bank. The motion carried. (7-0)

Cell Phone Reimbursement for Employees

The Executive Committee discussed reimbursing staff members for using their personal cell phones for system business. This item was tabled until next meeting, so that members could do some research.

Other New Business:

No other new business was proposed.

Adjournment:

Darla Deeds **MOVED**, with a second from Mona Coupal, to adjourn the meeting. The motion carried. (7-0) The meeting was adjourned at 4:34 pm.

The next executive Committee Meeting will be March 13, 2013, at Sheridan County Library, Hoxie, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

March 13, 2013

The Executive Committee of Northwest Kansas Library System met at Sheridan County Library in Hoxie, Kansas.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Jodee Reed, Treasurer; Stephanie Brock, Mona Coupal, Darla Deeds, and Mary Prickett.

Nancy Saddler, Secretary, was absent.

Staff Members in attendance: George Seamon and Alice Evans.

Guest: Marcia Hickert, Bird City Library

The meeting was called to order by Karen Gillihan, Chair; at 3:12 pm.

Approval of the Minutes:

Mona Coupal **MOVED**, with a second from Darla Deeds, to approve the minutes of the February 13, 2013, meeting. 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 a new rotation van was purchased from Walter Motor Company in Norton, Kansas. George also reported that Federal Government Sequestration cuts will affect the State Library of Kansas through a cut to IMLS Grants.

Old Business:

Committee Reports

Mary Luehrs, Chair of the Budget Subcommittee, reported that the Budget Subcommittee met and discussed all of the budget line items except Salaries/Wages, and also looked at Salary/Wage Scales. The Subcommittee will meet on April 3, 2013, at 1:30 PM before the Executive Committee Meeting at Pioneer Memorial Library in Colby.

Sharon DuBois reported that the Planning Committee met March 6, via Collaborate and finished the NWKLS Plan for 2014, which will be presented to the Executive Committee on April 3, 2013.

Cell Phone—Reimbursement for Employees

Mona Coupal **MOVED**, with a second from Stephanie Brock, to not reimburse employee use of personal cell phones for System business. The motion carried. (8-0)

No other old business proposed.

New Business:

Rotation for Non-Member Libraries

The Executive Committee tabled this item until further research could be done to make a decision.

NWKLS Logo

The Executive Committee asked George Seamon to put together an RFP for the development of a new system logo.

United for Libraries

FOKL and KLTA are looking to get every library in Kansas a subscription to United for Libraries, which would give them access to Trustee Training webinars and publications, and Friends' of Libraries Training webinars and publications. FOKL and KLTA are looking for financial support to accomplish this project. The Executive Committee did not feel that NWKLS could support this project at this time.

Part-time Position for 6 by 6 Kits

Stephanie Brock **MOVED**, with a second from Sharon DuBois, to add a part-time position for the 6 by 6 Kits project. The motion carried. (8-0)

Security Cameras for the System Office

Jodee Reed **MOVED**, with a second from Mary Luehrs, to have security cameras installed in the system office facing the front and rear doors. The motion carried. (8-0)

No other new business was proposed.

Adjournment:

Jodee Reed **MOVED**, with a second from Mona Coupal, to adjourn the meeting. The motion carried. (8-0)
The meeting was adjourned at 4:09 pm.

The next Executive Committee Meeting will be April 3, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

April 3, 2013

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; Nancy Saddler, Secretary; Jodee Reed, Treasurer; Stephanie Brock, Betsy Jakowski, and Mary Prickett.

Mona Coupal and Darla Deeds were absent.

Staff Members in attendance: George Seamon and Alice Evans.

Guest: Cindi Eller, Sheridan County Library and Marcia Hickert, Bird City Public Library

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

Approval of the Minutes:

Sharon DuBois **MOVED**, with a second from Jodee Reed, to approve the minutes of the March 13, 2013, meeting. The motion carried. (8-0)

Financial Report and Bills:

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

Director's Report:

George Seamon reported that the \$800,000 for statewide databases included in the Governor's Kansas State Budget was approved by both Chambers of the State Legislature. George also reported that the new gun legislation will pass both Chambers of the State Legislature; however, the two Chambers are currently negotiating certain points. He also reported that legislation has passed allowing libraries and other non-profit organizations to offer raffles for fund raisers.

Old Business:

Budget for 2014, Recommendation to the Full System Board

The Budget Committee reported that the 2014 Budget was not ready for recommendation to the Full System Board; however, the Budget will be ready for recommendation at the May Executive Committee Meeting.

System Plan for 2014, Recommendation to the Full System Board

Mary Luehrs **MOVED**, with a second from Sharon DuBois, to recommend the 2014 System Plan to the Full System Board for approval. The motion carried. (8-0)

RFP for Logo

George Seamon shared a copy of the RFP with the Executive Committee and gathered feedback to make changes. The RFP will be presented to various organizations across the region.

No other old business proposed.

New Business:

2012 Standards for Kansas Public Libraries

George Seamon shared a copy of the 2012 Standard for Kansas Public Libraries and reported that he is sharing these standards with library boards, and he will make a presentation on these standards at the Spring Full System Meeting.

No other new business was proposed.

Adjournment

Jodee Reed **MOVED**, with a second from Mary Luehrs, to adjourn the meeting. The motion carried. (8-0)
The meeting was adjourned at 3:40 pm.

The next Executive Committee Meeting will be May 8, 2013, at Norton Public Library, Norton, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

May 8, 2013

The Executive Committee of Northwest Kansas Library System met at Northwest Kansas Library System Norton, Kansas.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Nancy Saddler, Secretary; Mona Coupal, Darla Deeds, Betsy Jakowski, and Mary Prickett.

Stephanie Brock and Jodee Reed, Treasurer, were absent.

Staff Members in attendance: George Seamon and Alice Evans.

Guest: Cindy Harold, USD 242.

The meeting was called to order by Karen Gillihan, Chair; at 12:35 pm.

Approval of the Minutes:

Sharon DuBois **MOVED**, with a second from Mary Luehrs, to approve the minutes of the April 3, 2013, meeting. The motion carried. (8-0)

Financial Report and Bills:

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

Director's Report:

George Seamon reported that the Big 6 Publishers are now opening different models for selling e-books and digital audio books to libraries. George reported that Computers in Libraries conference was excellent and that the System needs to start challenging member libraries to think beyond the book. He also reported that the System will once again submit the NWKLS Plan and Budget to the State Library Advisory Board beginning with the 2014 Plan.

Old Business:

Budget for 2014, Recommendation to the Full System Board

Sharon DuBois **MOVED**, with a second from Mary Prickett, to recommend the 2014 Budget to the Full System Board. The motion carried. (8-0)

No other old business proposed.

New Business:

Courier, Rate Reduction for 2013-2014

Mona Coupal **MOVED**, with a second from Mary Prickett, to pay the entire cost of the Courier for Member Libraries for the 2013-2014 year. The motion carried. (8-0)

ELMeR, New Fees

The System will now need to pay Kan-ed an Annual Fee of \$50 for off network or \$80 for on network, to have an ELMeR Room and a \$10 session fee for all meetings hosted by NWKLS. The Committee determined that the small cost for the ELMeR would still save on travel costs and left the decision with George Seamon to determine on or off network.

No other new business was proposed.

Adjournment

Mary Luehrs **MOVED**, with a second from Betsy Jakowski, to adjourn the meeting. The motion carried. (8-0) The meeting was adjourned at 1:20 pm.

The next Executive Committee Meeting will be June 12, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

June 12, 2013

The Executive Committee of Northwest Kansas Library System met via Conference Call.

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

Mona Coupal was absent.

Staff Members in attendance: George Seamon and Alice Evans.

The meeting was called to order by Karen Gillihan, Chair; at 3:04 pm.

Approval of the Minutes:

Sharon DuBois **MOVED**, with a second from Mary Luehrs, to approve the minutes of the May 8, 2013, meeting. The motion carried. (9-0)

Financial Report and Bills:

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

Director's Report:

George Seamon reported that Governor Brownback did not sign the Non-Profit Raffle Legislation, which will be re-examined during the 2014 Legislative Session. George also reported that he has received little information on the Gun Legislation, but he will send information as it becomes available. He also reported that he has received Linda Keith's retirement letter, and that her last day in the office is July 1, but her final day will be July 12.

Old Business:

Door Counter

The Consensus of the Executive Committee is to move ahead with the purchase of a door counter that can be checked out by member libraries to track patrons entering the library for the statistical report.

Proposals for the Logo

George Seamon reported that the System received one proposal, which was discussed. Mary Prickett **MOVED**, with a second from Darla Deeds, to accept the proposal from BOLD Creative. The motion carried. (8-0) with Mary Luehrs abstaining.

No other old business proposed.

New Business:

Talking Books Contract 2013-14

Sharon DuBois **MOVED**, with a second from Jodee Reed, to approve the Talking Books Contract. The motion carried. (9-0) The contract will be sent to Karen Gillihan, Chair; for her signature.

Dream Rocket

The Executive Committee is not interested in supporting this project at this time.

Darla Deeds left the meeting at 3:37 pm.

Technology

George Seamon reported that he is researching Overdrive, AWE, and Recorded Books Zinio for committee consideration. The Executive Committee encouraged George to continue looking into new and better services for member libraries.

No other new business was proposed.

Adjournment

Jodee Reed **MOVED**, with a second from Sharon DuBois, to adjourn the meeting. The motion carried. (8-0) The meeting was adjourned at 3:52 pm.

The next Executive Committee Meeting will be July 10, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

July 10, 2013

The Executive Committee of Northwest Kansas Library System met via Conference Call.

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

Stephanie Brock joined the meeting at 3:22.

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

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

Approval of the Minutes:

Mary Luehrs **MOVED**, with a second from Jodee Reed, to approve the minutes of the June 12, 2013, meeting. The motion carried. (8-0)

Financial Report and Bills:

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

Director's Report:

George Seamon reported that Betsy Jakowski has retired as librarian at Norcatur Public Library and has been replaced on the Full System Board. She is no longer eligible to be on the Executive Committee. George also reported that Sheridan County Library has a new librarian, Mary Christie, and Assistant Librarian, Sarah Diercks. He also reported on the new gun legislation and actions that can be taken by the libraries.

Old Business:

No other old business proposed.

Stephanie Brock joined the meeting.

New Business:

Sunflower Overdrive Consortium

Sharon DuBois **MOVED**, with a second from Mona Coupal, to approve a three year contract with Overdrive to join the Sunflower Consortium and have George Seamon sign the contract. The motion carried. (9-0)

Automation

Nancy Saddler **MOVED**, with a second from Jodee Reed, to move forward with integrating Goodland Public Library and Jay Johnson Public Library into the NWKLS Verso Shared Database and to pay for SIP2 and XML Capability for the database. The motion carried. (9-0)

Appropriations Request for the Pitney Bowes Postage Machine

George Seamon made an appropriations request to the Executive Committee for the Pitney Bowes Postage Machine for 2014. Sharon DuBois **MOVED**, with a second from Jodee Reed to deny the funding request for the Pitney Bowes Postage Machine. The motion carried. (9-0)

Logos

George Seamon presented the new proposed logos for NWKLS and a consensus of the Executive Committee agreed to the logos favored by the system staff. The new logos will be officially unveiled at the Fall Full System Meeting.

Filling the ILL/Acquisitions Position

George Seamon announced that Kama Mandl has been hired to fill the position.

No other new business was proposed.

Adjournment

Mona Coupal **MOVED**, with a second from Sharon DuBois, to adjourn the meeting. The motion carried. (9-0) The meeting was adjourned at 3:52 pm.

The next Executive Committee Meeting will be August 14, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

August 7, 2013

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; Nancy Saddler, Secretary; Jodee Reed, Treasurer; Stephanie Brock, and Mary Prickett.

Committee Member absent: Mona Coupal and Darla Deeds.

Staff Members in attendance: George Seamon and Alice Evans.

Others in attendance: Lynn Tacha, Jennings City Library.

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

The Budget Hearing was opened by Karen Gillihan, Chair.

Introductions were given by the Executive Committee and System Staff.

Approval of the Minutes:

Nancy Saddler **MOVED**, with a second from Jodee Reed, to approve the minutes of the July 10, 2013, meeting. The motion carried. (7-0)

Financial Report and Bills:

Mary Prickett **MOVED**, with a second from Mary Luehrs, to accept the Financial Report and to pay the bills. The motion carried. (7-0)

Director's Report:

George Seamon reported that NWKLS will be receiving an LSTA Grant from the State Library of Kansas for technology. George also reported that paperwork has been submitted and Overdrive is working on adding the System to the Sunflower E-Consortium.

Old Business:

Fall Full System Meeting Date

Due to a conflict with KLA Conference the Fall Full System Meeting will be on October 16, 2013, at the Alma City Building and Library.

Future Full System Meetings

George Seamon reported that the Full System Board should be involved in the August Budget Hearing, and suggested that the Fall Full System Meeting should be held in August to coincide with the Budget Hearing. The Executive Committee would like to bring this issue to the Full Board in October.

No other old business proposed.

The Budget Hearing was closed by Karen Gillihan at 3:38 PM.

New Business:

Adoption of the Resolution on the 2014 Budget Increase

Sharon DuBois **MOVED**, with a second from Nancy Saddler, to adopt the resolution on the 2014 NWKLS Budget increase. The motion carried. (7-0)

Adoption and Certification of the 2014 Budget

Mary Prickett **MOVED**, with a second from Sharon DuBois, to adopt and certify the NWKLS 2014 Budget. The motion carried. (7-0)

Appointment of the Nominating Committee for October Election of Officers

Karen Gillihan announced the members of the Nomination Committee, which include: Sharon DuBois, Jodee Reed, and Mary Luehrs.

Smart Start Grant

George Seamon reported that NWKLS has been offered a Smart Start Grant. Jodee Reed **MOVED**, with a second from Stephanie Brock, to accept the grant and authorize George Seamon to sign the grant contract. The motion carried. (7-0)

No other new business was proposed.

Adjournment

Mary Luehrs **MOVED**, with a second from Sharon DuBois, to adjourn the meeting. The motion carried. (7-0) The meeting was adjourned at 3:55 pm.

The next Executive Committee Meeting will be September 11, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

October 16, 2013

The Executive Committee of Northwest Kansas Library System met in the Almena City Meeting room, Almena, Kansas.

Committee Members in attendance: Karen Gillihan, Chair; Sharon DuBois, 1st Vice Chair; Mary Luehrs, 2nd Vice Chair; Nancy Saddler, Secretary; Mary Prickett, and Lynn Tacha.

Committee Members absent: Stephanie Brock, Mona Coupal, Darla Deeds, and Jodee Reed.

Staff Members in attendance: George Seamon and Alice Evans.

The meeting was called to order by Karen Gillihan, Chair; at 12:25 pm.

The Decatur County Neighborhood Revitalization Hearing was opened by Karen Gillihan, Chair.

Introductions were given by the Executive Committee and System Staff.

Approval of the Minutes:

Nancy Saddler **MOVED**, with a second from Sharon DuBois, to approve the minutes of the August 14, 2013, meeting. The motion carried. (6-0)

Financial Report and Bills:

Lynn Tacha **MOVED**, with a second from Mary Prickett, to accept the Financial Report and to pay the bills. The motion carried. (6-0)

Director's Report:

George Seamon reported that legislation is being developed to require all taxing entities to have elected boards, which would impact the Regional Library Systems. George wanted to make the Executive Committee aware of this possibility.

Old Business:

State Library of Kansas Technology Grant

George Seamon reported that NWKLS received a Technology Grant for \$46,938.00. The grant was provided as a reimbursement of costs for providing technology consulting to member libraries. The Executive Committee discussed options for the expenditure of these funds. Nancy Saddler **MOVED**, with a second from Lynn Tacha, to use some of the funds to support a System-wide subscription to Zinio and an OverDrive Advantage Collection. The motion carried. (6-0) Lynn Tacha **MOVED**, with a second from Mary Luehrs, to use \$500.00 to market the Zinio subscription and Advantage Collection. The motion carried. (6-0)

No other old business proposed.

The Decatur County Neighborhood Revitalization Hearing was closed by Karen Gillihan at 12:46 PM.

New Business:

Adoption of the Decatur County Neighborhood Revitalization Resolution

Mary Luehrs **MOVED**, with a second from Sharon DuBois, to adopt the resolution on the Decatur County Neighborhood Revitalization Program. The motion carried. (6-0)

Recommendation of Officers to the Full System Board

Mary Luehrs reported the slate of officers for 2014 as: Sharon DuBois, Chair; Nancy Saddler, 1st Vice Chair; Stephanie Brock, 2nd Vice Chair; Lynn Tacha, Secretary; Jodee Reed, Treasurer.

Nancy Saddler **MOVED**, with a second from Mary Prickett, to recommend the slate of Officers for 2014 to the Full Board. The Motion Carried. (6-0)

William Allen White Celebration Grants

George Seamon reported an idea developed by Aurelia Jackson to help member school libraries attend the William Allen White Award Celebration in Emporia, Kansas. Aurelia's idea consists of a System competitive grant that would help pay travel costs for two member school libraries taking children to the award ceremony. George also reported that when approached, member school librarians have positively responded to the idea. George Seamon recommended that Aurelia Jackson begin doing research to determine costs associated with attending the award ceremony, if this was an idea the Executive Committee could support. The Executive Committee agreed and asked that Aurelia begin determining costs.

Zinio

This topic was covered under the State Library of Kansas Technology Grant.

No other new business was proposed.

Adjournment

Mary Prickett **MOVED**, with a second from Nancy Saddler, to adjourn the meeting. The motion carried. (6-0) The meeting was adjourned at 1:05 pm.

The next Executive Committee Meeting will be November 13, 2013, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary

NWKLS Executive Committee Meeting

December 11, 2013

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

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

Committee Member absent: Mona Coupal.

Staff Members in attendance: George Seamon and Alice Evans.

Visitors in attendance: Brian Thompson, CPA, Mapes and Miller

The meeting was called to order by Karen Gillihan, Chair; at 3:06 pm.

Acceptance of the Audit Report:

Brian Thompson, CPA, Mapes and Miller, presented the audit report and answered questions. NWKLS received a clean audit. Mary Prickett **MOVED**, with a second from Nancy Saddler to accept the audit report and have it filed. The motion carried. (9-0)

Brian Thompson left the meeting at 3:25 pm.

Approval of the Minutes:

Sharon DuBois **MOVED**, with a second from Darla Deeds, to approve the minutes of the October 16, 2013, meeting. The motion carried. (9-0)

Financial Report and Bills:

Sharon DuBois **MOVED**, with a second from Jodee Reed, to accept the Financial Report and to pay the bills. The motion carried. (9-0)

Director's Report:

George Seamon reported that NWKLS Libraries saw 310 items checked out in November from the Sunflower eLibrary, and 142 Magazines through Zinio. George also reported that the KLA GAC is developing two talking points for the 2014 Legislative Session. Those talking points will advocate for State Aid and The State Library of Kansas budget. The KLA GAC is also formulating a statement about the new Common Core Standards adopted by the State of Kansas.

Old Business:

William Allen White Award Ceremony Grant

George Seamon reported that Aurelia Jackson did some research, and for 8 students and 2 adults to attend the William Allen White Award Ceremony, it would cost \$410.00 without travel costs being calculated. The cost includes 10 tickets at \$5.00, 10 people sleeping over in the gym at \$1.00 per person, dinner for \$25.00 per person, and lunch \$10.00 per person. The Executive Committee determined that schools could pay for transportation costs and that the grant would be rounded up to \$500.00 to help cover transportation costs or for calculated costs. Sharon DuBois **MOVED**, with a second from Stephanie Brock, to create a William Allen White Celebration Grant at \$500.00 and offer two grants per year. The motion carried. (9-0)

Grant Contracts from State Library of Kansas

George Seamon reported that he signed three grant contracts for the Automation Grant, KLCY Summer Reading Grant, and a 6 by 6: Ready to Read Kit Grant.

Wrap for the Van and Decals for the Car

George Seamon reported that he got two quotes for a wrap and decals, and that he is waiting on one more quote. Once all of the quotes are in he will present them to the Executive Committee for consideration.

No other old business proposed.

New Business:

Year End Bills

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

Employee Salaries

Nancy Saddler **MOVED**, with a second from Jodee Reed, to approve a 4% wage increase for all staff members except Kama Mandl who will receive a \$0.50 increase and Chris Richard who will receive a \$0.25 increase. The Motion Carried. (9-0)

Holiday Closings and Staff Appreciation

George Seamon reported that the system office will be closed December 24, 25, and 26 for Christmas and January 1 for New Years. Lynn Tacha **MOVED**, with a second from Sharon DuBois, to approve an extra day off for staff appreciation. The motion carried. (9-0)

The extra day will be used for December 31, so the system office will be closed that day.

Meeting Dates and Times for 2014

No action taken. Meeting dates and times will remain the same.

Board Member Appreciation

Karen Gillihan, Mary Prickett, and Mona Coupal were honored for their years of service to NWKLS as members of the Executive Committee.

No other new business was proposed.

Adjournment

Jodee Reed **MOVED**, with a second from Nancy Saddler, to adjourn the meeting. The motion carried. (9-0) The meeting was adjourned at 4:35 pm.

The next Executive Committee Meeting will be January 8, 2014, at Pioneer Memorial Library, Colby, Kansas.

Chair

Secretary