NWKLS Executive Committee Meeting
January 13, 2015
Pioneer Memorial Library, Main Level Meeting Room

Committee Members in attendance: Sharon DuBois, Chair; David Graham, 2nd Vice Chair; Lynn Tacha, Secretary; Louella Kaiser, Treasurer; Cyndie Aumiller, Victoria Halbleib, Karen Gillihan, and Darla Deeds

Committee Member absent: Nancy Saddler, 1st Vice Chair

Staff Members in attendance: Alice Evans, George Seamon, and Meagan Zampieri

Sharon DuBois, Chair, called the meeting to order at 3:05 PM.

1. S. Dubois calls meeting to order
2. S. Dubois asks for motion and L. Tacha moves for approval of minutes. D. Deeds seconds. Motion passes, 8-0.
3. Year End Financial report
   a. Discussion and explanation by George of report and bill list.
   b. Motion made by D. Graham; seconded by L. Kaiser; motion carried 8-0.
4. Director’s Report.
   a. KLA Legislative Day. Six attendants planned.
   b. SAG group—AG discussion
      a. Good response to Public library directors’ meetings 😊
5. Old Business, Technology Grant—meeting on Monday for Tech Grant
6. New business
   a. GAAP Waiver; motion for approval by L. Tacha and seconded by D. Graham; Approved 8-0.
   b. Approval of Depository institutions: Stockton and Almena; moved by L. Kaiser and seconded by C. Aumiller. Passed 8-0.
   c. FYI: Prout Memorial. $35K to be used in conjunction with Norton Public.
   d. Mapes & Miller contract—discussion; motion for approval by K. Gillihan and seconded by D. Deeds. Motion carried 8-0.
   e. Alice does some housekeeping for banking purposes, gathers DLs.
7. Adjourn—Motion made by V. Halbleib and seconded by L. Tacha. Motion carried by everyone’s pen movement.

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Chair  Secretary
NWKLS Executive Committee Meeting
March 11, 2015
Pioneer Memorial Library, Main Level Meeting Room

Committee Members in attendance: Sharon DuBois, Chair; Nancy Saddler, 1st Vice Chair; David Graham, 2nd Vice Chair; Lynn Tacha, Secretary; Louella Kaiser, Treasurer, Cyndie Aumiller, Karen Gillihan, Victoria Halbleib, and Darla Deeds (arrived at 4:00 p.m.)

Staff Members in attendance: George Seamon and Alice Evans.

Sharon DuBois, Chair, called the meeting to order at 3:04 p.m.

1. S. DuBois calls meeting to order
2. Motion by V. Halbleib, second by K. Gillihan, to approve the minutes of the January 13, 2015 meeting. Motion passes, 8-0.
3. The bills and Financial Report for February were approved by a mail ballot. Motion by D. Graham, second by N. Saddler, to approve the Financial Report and Bill List. Motion passes, 8-0.
4. Director’s Report.
   a. Legislative update
   b. NWKLs is partnering with Prairie Dog State Park (Norton) to add an ongoing Story Walk.
   c. NWKLs is planning on shifting the financial responsibilities of the KLCY-LSTA Grant to another library system.
5. Old Business
   • Technology Grant – George announced the grant recipients.
6. New Business
   • Pat Hammond is retiring after working for NWKLs for 30 years.
   • State Aid – NWKLs has received half of the state aid budgeted for 2015, however we do not expect to get the second half. This amounts to a cut of $30,000.
   • Zoom – The State Library has dropped the collaborate system and will be using Zoom for remote meetings. Each system will need to pay $450.00 per year. Motion by K. Gillihan, second by V. Halbleib to approve the payment for Zoom in the amount of $450.00. Motion passes 8-0.
   • KLC – There have been some discussions with Auto-Graphics and they are trying to reduce the cost of KLC so we may not have to pay for KLC for 2015 & 2016.
   • Sub-Committee Information – Plan Committee met today. They are planning on doing a phone survey of NWKLs librarians regarding system services.
   • The board received a note from NWKLs employees thanking them for the pay raises and for the extra holiday day.
   • Darla Deeds arrived at the meeting at 4:05 p.m.
   • Discussion about Zinio and the Zinio contest.

Motion by K. Gillihan, second by N. Saddler to adjourn the meeting at 4:25 p.m. Motion passes, 9-0.

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Chair          Secretary
NWKLS Executive Committee Meeting
May 13, 2015
Northwest Kansas Library System, Conference Room

Committee Members in attendance: Sharon DuBois, Chair; Nancy Saddler, 1st Vice Chair; David Graham, 2nd Vice Chair; Lynn Tacha, Secretary; Louella Kaiser, Treasurer, Karen Gillihan, Victoria Halbleib, and Darla Deeds

Staff Members in attendance: George Seamon and Alice Evans.

Sharon DuBois, Chair, called the meeting to order at 3:00 p.m.

1. S. DuBois calls meeting to order
2. Motion by N. Saddler, second by K. Gillihan, to approve the minutes of the March 11, 2015 meeting. Motion passes, 8-0.
3. Motion by L. Tacha, second by L. Kaiser, to approve the Financial Report and Bill List. Motion passes, 8-0.
4. Director’s Report.
   a. Director George Seamon handed out copies of the NWKLS Annual Report.
   b. Director George Seamon reported that NWKLS had worked on six Library Redos in 2014.
5. Old Business
   a. Director George Seamon gave the board copies of a revised estimate of 2015 Wages.
   b. The board talked about the Survey of Library Personnel that is taking place to help the Plan Committee.
6. New Business
   a. System Services Grant Report – Director Seamon reported that five libraries had a 10% reduction in their System Services Grants for lack of Trustee Training.
   b. Talking Books Contract – Motion by K. Gillihan, seconded by D. Graham to approve the Talking Books Contract with the State Library of Kansas in the amount of $16,966.00 for FY 2016. Motion passes, 8-0.
   c. Nex-Generation Intern – Director George Seamon reported that NWKLS will be receiving a grant to hire an intern for the months of June and July 2015.
   d. Disk Cleaning for Non-Member Libraries – Motion by L. Tacha, seconded by V. Halbleib, to offer disk cleaning services for non-member libraries for $.50 and disk cleaning repair for $1.00 per disk. Motion passes, 8-0.
7. Motion by D. Graham, seconded by D. Deeds to adjourn the meeting at 3:42 p.m. Motion passes, 8-0.

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Chair          Secretary
Northwest Kansas Library System  
Executive Committee Meeting  
Minutes  
Phone Conference  
June 10, 2015  
3:00 CT

1. Call to order – Nancy Saddler, 3:04 pm – In attendance: Darla Deeds, Louella Kaiser, Lynn Tacha, Victoria Haibleib, Nancy Saddler, Cyndie Aumiller, Karen Gillihan present on phone; Dave Graham, George Seamon, Alice Evans, Harrison Woodyard, & Meagan Zampieri present on a single line at NWKLS. Absent: Sharon DuBois

2. Approval of the May 13, 2015, Meeting Minutes – question concerning reduction in grant moneys to five libraries. George will send to Lynn.  
Motion to approve, Darla; 2nd by Cyndie A. Carried.

3. Approval of the Financial Report and Bill List – George directed through bill list. Nothing too different; questions entertained. Dave: asterisks mean differentiation between vendor, customer, employee, etc. with duplicate names. Lynn moves to pay the bills; Victoria seconds; carried. 
   a) Financial report: State aid came through after all; general fund—grants have been spent, including a little extra due to courier.
   b) Property insurance question (Dave): is for the whole year, for building, vehicles, and for workers comp.

4. Director’s Report: 
   a) In addition to written report, George informs of legislative session….if municipality increase budget, city-wide or county wide vote would be required—house realizes that this is ridiculous mandate. “Honoring” a no tax increase agreement.
   b) Intern Harrison Woodyard is a pain in the neck. He is also very clever.
   c) Suzanne Bloom, author visit and Full System guest.

5. Old Business 
   a) Survey Results – Sharon is absent; survey results likely not compiled. Calls made by Victoria, but that seems to be all. Tabled to next meeting.
   b) Other

6. New Business 
   a) NWKLS 2016 Budget – discussion. George will send salary estimate page to EC.
   b) NWKLS 2016 Plan – discussion. Please note: advocacy line, Family Place Libraries, digital collections, cataloging. Read to discuss at next meeting.
   c) Appointment Committee – Tabled; Sharon’s responsibility.
   d) Resolution to Create a Capitol Improvement Fund – tabled to next meeting for discussion with written information/resolution.
   e) Other –

7. St. Francis PL has fiber to building; Funds are not lining up properly—they might need some grant funds—a few hundred $. Board approves verbally/informally by consensus.

8. Note: Tech Day; discussion regarding Full System.

9. Do you visit each county to discuss the budget? No. Discussion. Can we have a breakdown of what each county pays into system? Yes. Will have at next meeting and will include in annual report, as well as putting the budget in at the end.

10. Adjourn – motion to adjourn, Lynn; Louella seconds. Adjourned.
Executive Committee Meeting  
July 8, 2015, 3:00 pm  
Phone Conference


1. Sharon D. calls meeting to order.
2. Approval of meeting minutes, as amended per George S., moved by Darla; seconded by Victoria. Carried. (9-0)
3. Financial report
   a. Sharon remarks that budget is impressively on target.
   b. Book orders will increase forthwith.
   c. A couple more incoming tax payments; carryover possible for this year.
   d. George raises question of combining memorial funds; would be easier to manage. After discussion, Lynn moves; Cyndie seconds. Carried. (9-0)
   e. Bill list - Karen G moves to approve; Darla seconds. Carried. (9-0)
4. Director’s report –
   a. Legislative report—notes about the sine die session; municipal cap election, etc. postponed to 2018.
   b. Zoom explanation.
5. Old business
   a. Survey results – Sharon – no blatantly negative comments. Issues that face all libraries includes funding. Positive experience. Cyndie has not received her list yet.
   b. Budget – Motion to approve as presented by Karen; Louella seconds. Carried. (9-0)
   c. Strategic Plan – Motion to approve as presented by Cyndie; seconded by Dave. Carried. (9-0)
   d. Appointment Committee – moved by Lynn T. seconded by Louella. Carried (9-0) as follows:
      i. Nancy S. – Chair
      ii. Dave G. – 1st Vice Chair
      iii. Darla D. – 2nd Vice Chair
      iv. Louella K. – Secretary
      v. Cyndie A. – Treasurer
   e. Resolution to create a CIP, tabled until August.
   f. Discussion regarding mill levies, valuation, taxation, etc. Helpful explanations.
6. George will send list of reductions in library grants to Lynn T.
7. George requests adjournment into Executive Session to discuss unelected personnel. Victoria moves; Dave seconds. Carried. (9-0) To adjourn for 10 minutes and reconvene in the same location. Adjournment at 3:45 pm.
8. Reconvene at 3:55 with Alice and Meagan.
9. Adjourn – motion by Cyndie; Darla seconds; carried. (9-0)

_________________________________________  _________________________________________  
Chair          Secretary

A. Minutes
   1. Amend “CIP” to say “CIF.”
   2. Motion to approve as amended, Lynn T.; Dave G. seconds.

B. Bill List and Financial Report
   1. Bill list: George explains anomalies.
   2. Financial report—discussion. BPH is always on budget because we get a set amount and put it in the wages bracket. Two memorial funds are now combined.
   3. Motion to approve above, Nancy S.; seconded by Karen G. Carried.

C. Director’s report.
   1. Two libraries automating: NWKTC & Norcatur Public Library; waiting to hear back from Quinter schools.
   2. Last round of automation granting.

D. Discussion of Annual report.
   1. Sharon—summary of survey is overall positive.
   2. Sharon would like to introduce the Executive Committee to the Full Board.

E. Resolution to create Capital Improvement Fund
   1. Passed around for reading. Vetted by Mapes and Miller, who has started the audit.
   2. Lynn T. moves to approve; Dave G. seconds. Carries.

F. New Business:
   1. Sharon brings in new business of HPPR—Sponsorship? Pursuing now, and then have a quote/proposal for next month’s meeting.

G. Next meeting in person, please. Will also have auditor. Motion to have Sept meeting at 4, in Colby, Cyndie A.; seconded by Darla D. Carried.

H. Motion to adjourn, Nancy S.; seconded by Louella K. Adjourned to lunch, with Full Board meeting to follow at 3:45 pm.

Next meeting, Wednesday, September 8, 2015, Pioneer Memorial Library, Colby, KS. 4:00 pm
NorthWest Kansas Library System
Executive Committee Meeting
Wednesday, September 9, 2015, 4:00 pm
Pioneer Memorial Library, Colby, KS


Staff present: A. Evans, G. Seamon, & M. Zampieri.

Also present is Brian Thompson from Mapes & Miller.

A. Called to order by Sharon, 4:04 pm.
B. Audit report from Mapes & Miller, questions as we go.
   a. Discovered no problems.
   b. Brian Thompson explains his report/discussion draft.
   c. Moved to approve by Dave, seconded by Nancy; carried.
   d. Mapes and Miller will file report as approved.
C. Approval of 8/12/15 minutes.
   a. Discussion – minutes more detailed?
      i. Financial decisions, follow up dates, more generally.
   b. Nancy S. moves to approve August minutes; Karen G. seconds. Motion is carried.
D. Financial report and bill list –
   a. Bill List:
      i. Stockton National Bank, Wire transfer; harping on Lenovo—they were refunding and sent money as a wire transfer. George will go after $90 international wire transfer fee.
      ii. Colby CC: Kama is working toward associate’s degree.
      iii. Why does Cindy H. have an asterisk? Quickbooks has to differentiate between people as vendors and as customers.
   c. Dave G. moves to approve bill list and financial report; Lynn T. seconds. Motion is carried.
E. Director’s report.
   a. Aurelia’s surgery explained; she is in and out a lot these several weeks.
   b. Grant LSTA (Library Services and Technology Act) automation, Norcatur & NWKTC are starting shortly.
   c. Questions: KLAEF (Kansas Library Association Education Foundation); OCLC – the name; a cataloging service; SYSCON (System Consultants).
   d. Sharon shares congratulations about the success of the August Full System.
F. Old business –
   a. High Plains Public Radio, Sharon will follow up next month.
   b. Zinio – numbers are still down. Discussion. Follow up with school librarians/schools.
   c. Looked into Verso updates—not very impressive.

G. New Business
a. Personnel policy –
   i. Distributed to Executive Committee.
   ii. Distributed also some informational materials
   iii. 6.2 Sharing sick leave – do we need to place a limit? This has been left to the director. Victoria will bring information. Establish a Sick Leave Bank?
   iv. Follow up next meeting.

b. Additional staff member –
   i. Harrison was super great. Out for Cross Country; he’ll be back.
   ii. Tabling for a while yet. Chris is filling rotation role currently.

H. SPECIAL REPORT: E-Rate services saved libraries $34,780.99 for the low, low price of $3,733.05.
I. Next meeting, October 14, 2015, Pioneer, 4:00 pm
J. Adjournment. Cyndie A. moves to adjourn; Lynn T. seconds. Motion is carried with departure.
Call to order  
Sharon DuBois  
Time: 4:02 pm

Attendance:  
Sharon DuBois X Chair; Nancy Saddler X 1st Vice Chair; David Graham _ 2nd Vice Chair; Lynn Tacha X Secretary; Louella Kaiser X Treasurer; Cyndie Aumiller X, Darla Deeds X, Karen Gillihan X, Victoria Halbleib X, Cindy Harold X, George Seamon X, Alice Evans X, Meagan Zampieri X

Staff:  
George Seamon X, Alice Evans X, Meagan Zampieri X, Other ________________________________

Others:  
(Pass around sheet if there are visitors)

Approval of the minutes of the September 9, 2015, meeting  

Motion: Cyndie Aumiller Second: Darla Deeds Action: Motion carried

October mail ballot: received 10 ballots returned and bills and financial report were accepted.

Approve the Financial report and Pay the bills  

Motion: Nancy Saddler Second: Lynn Tacha Action: Motion carried

Director's Report  
Correction: Dave Fischer did not include additional day in Sunflower eLibrary stats. 650 with Atwood and Graham.
OverDrive Bill = $14,000
Legislative Day is January 19th.

OLD BUSINESS

Personnel Policy – Discussion – Update the Personnel Policy as amended today.

Motion: Lynn Tacha Second: Karen Gillihan Action: Motion carried

HPPR Underwriting – Moved to spend $300 on HPPR underwriting in 2016.

Motion: Cyndie Aumiller Second: Nancy Saddler Action: Motion carried with one nay.

Per Barb Levins: HPPR contact. $300 for one quarter. Brewster/Hill City signal, 40 spots, 15 per month.

Action: Provide with bullet points to have HPPR write up, and positioned on the air through the day (Sharon).
Other

No other old business

NEW BUSINESS

NWKLS Scholarship – discussion

Motion __________________________ Second __________________________

Action: Committee will consider options and procedures for establishing scholarships, applications, amounts, etc. For discussion at next meeting.

eRate Solutions for 2016 – discount is same as or less than fee. NWKLS can give grant $ instead of paying for eRate paperwork for telephone.

Motion: Victoria Halbleib Second: Cyndie Aumiller Action: Motion carried

Motion to supply five libraries with $100 telecom grant, dropping them from eRate Solutions client list.

Zinio for 2016

Motion __________________________ Second __________________________

George saw to this with reduced rate.

Painting – Quote from local painter, east side and conference room. $1290 ($1560 including breakroom and materials and labor.)

Motion: Karen Gillihan Second: Louella Kaiser Action: Motion carried

Executive committee approves spending.

Other

Extra Day for holiday gift to be used between Thanksgiving and the end of the year.

Motion: Lynn Tacha Second: Victoria Halbleib Action: Motion carried

Next meeting December 9, 2015

ADJOURNMENT

Time: 5:17

Motion: Cyndie Aumiller Second: Karen Gillihan Action: Motion carried
EXECUTIVE COMMITTEE MEETING
December 9, 2015

Call to order  Sharon DuBois
TIME _4:00 p.m._

Attendance:
Sharon DuBois ___Chair;  Nancy Saddler _x_ 1sr Vice Chair;  David Graham _x_ 2nd Vice Chair;
Lynn Tacha _x_ Secretary; Louella Kaiser _x_ Treasurer; Cyndie Aumiller _x_ 
Darla Deeds _x_ Karen Gillihan _x_ Victoria Halbleib _x_ Cindy Harold _____

Staff:
George Seamon _x_ Alice Evans _x_ Meagan Zampieri ___

Approval of the minutes of the November 11, 2015, meeting
Motion ___Karen Gillihan____________ Second ___Louella Kaiser_____
Action ___Motion carried_______________________________________________________

Financial report and Paying of the bills
Motion ___Nancy Saddler__ Second ___Darla Deeds__Action__Motion carried

Director's Report
Online magazine use is up a little. Legislative day in Topeka is January 19, 2016.

OLD BUSINESS
Additional Staff Member _No discussion or action._

NWKLS Scholarship_Sharon appointed Dave Graham and Karen Gillihan along with the possibility of a NWKLS staff member to a committee to recommend scholarship parameters._

Cyndie Aumiller joined by Zoom at 4:19 p.m.

Other
___________ None

NEW BUSINESS

Approval to Pay Year-end Bills
Motion by Dave Graham, seconded by Lynn Tacha, to keep $12,500.00 carryover in General Fund and transfer the balance to the Capital Improvement Fund. Motion carried

Motion by Lynn Tacha, seconded by Darla Deeds, to pay the end of year bills. Motion carried

RTI Disc Cleaner for Blu-ray Discs
Motion ___Cyndie Aumiller_________ Second ___Victoria Halbleib _____
Trade in old Disc Cleaner for a new one ($2,000.00 trade-in for a net price of $3,440.00, to be paid for out of this year’s General Fund.

Staff Wages-Skip to make this the last agenda item.
Future meeting Dates, Times, and Locations

Motion ______ Lynn Tacha ______ Second ______ Karen Gillihan

Regular meetings will be held the second Wednesday of the month beginning with a face to face in January at 3:00 pm at the Pioneer Memorial Library, Colby, and every other month by Zoom at 4:00 pm.

Motion carried

Other

Other items of discussion were: 1) Policy for paying KLA Membership cost for Executive Board Members; 2) Staff Birthday and Christmas gift exchanges. No action on either subject.

Staff Wages

Motion by Dave Graham, Second by Karen Gillihan, to go into Executive Session for 10 minutes to discuss nonelected personnel.

The board returned to regular session.

Motion by Nancy Saddler, Second by Karen Gillihan, to give staff wage increases in the amount in the budget but to leave individual raises up to George. Motion carried

ADJOURNMENT

Motion ______ Dave Graham ______ Second ______ Nancy Saddler

Time ______ 5:10 pm

Next meeting January 13, 2016 at 3:00 p.m. at Pioneer Memorial Library, Colby.

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Chair                                                                 Secretary