

**STAFF SECRETARY'S NOTES
EXECUTIVE COMMITTEE MEETING**

January 13, 2016

Call to order
TIME: 3:03 pm

Nancy Saddler

Attendance:

Nancy Saddler X, Chair; David Graham X, 1st Vice Chair; Darla Deeds, X, 2nd Vice Chair; Louella Kaiser _____, Secretary; Cyndie Aumiller X, Treasurer; Sharon DuBois _____; Karen Gillihan X; Victoria Halbleib X; Cindy Harold X; Lynn Tacha X.

Staff:

George Seamon X; Alice Evans X; Meagan Zampieri X

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

Motion: Cyndie Aumiller **Second:** Karen Gillihan **Action:** Motion carried.

Approval of the Financial report and Pay the bills

Motion Darla Deeds **Second:** Dave Graham **Action:** Motion carried.

Director's Report

As written, but also: there has been a major hack through WordPress web pages. They got through google analytics plugin; fixed, but then they broke the password to get in on the backside of NE. Dave has been working constantly on reconfiguring this security. Purchased wordfence for website protection. State Librarian will help us move to a different situation, should we choose, as there are concerns about the server for future. Second concern is that hackers are using Pharmaceutical Hack and there is an accusation of "profiting" from background pharmaceutical script. Probably will not be a problem.

OLD BUSINESS

NWKLS Scholarship

Motion _____ **Second** _____

Discussion: Committee notes. Dave has a format to work with. How much? For whom? Consensus as follows: \$500 for one person. Open to all in service area. George suggests creating a line item in the Memorial Fund.

Action: Dave and Karen will come up with application draft and explanation of guidelines for consideration at next meeting.

NEW BUSINESS

Approval of Financial Depository Institutions.

Motion: Dave Graham **Second:** Victoria Halblieb **Action:** Motion approved.

Almena State and Stockton National Banks.

**Approve the GAAP Waiver Resolution.
(Generally Accepted Accounting Principles)**

Motion: Lynn Tacha **Second:** Dave Graham **Action:** Motion approved.

Other:

Nancy warns of coming committee appointments.

Follow up on Additional Staff Member – none at this time.

ADJOURNMENT

Time: 3:44 pm

Motion: Cyndie Aumiller **Second:** Darla Deeds **Action:** Motion approved.

STAFF SECRETARY'S NOTES
EXECUTIVE COMMITTEE MEETING

February 10, 2016

Call to order

Nancy Saddler

TIME 4:03 pm

Attendance: Nancy Saddler x Chair; David Graham x 1st Vice Chair; Darla Deeds , 2nd Vice Chair; Lynn Tacha x, Secretary; Louella Kaiser x, Treasurer; Cyndie Aumiller x Sharon DuBois x Karen Gillihan x Victoria Halbleib x Cindy Harold x
Darla notified us of her absence.

Staff:

George Seamon x Alice Evans x Meagan Zampieri x Other _____

Approval of the minutes of the January 13, 2016 meeting

Motion Karen Gillihan Second Cyndie Aumiller

Action Motion carried

Financial report and Paying of the bills –

Approve the bills and financial report as presented.

Motion Louella Kaiser Second Sharon DuBois

Action Motion carried.

Director's Report –

Discussion Includes reading of letter of resignation from Aurelia Jackson, by George Seamon.

OLD BUSINESS

NWKLS Scholarship Application approval; application will be disseminated (following formatting corrections).

Motion Lynn Tacha Second Cyndie Aumiller

Action Motion carried.

HPPR Report

Action Sharon Dubois will email report with airing schedule.

Additional Staff Member

See below.

NEW BUSINESS

Planning and Budget Committee Appointments

- Cyndie Aumiller will be chair of Budget Committee: Dave Graham, Karen Gillihan, Sharon DuBois, Alice Evans, George Seamon, and Nancy Saddler.
- Cindy Harold will be Chair of Planning Committee: Tara Schroer, Pat Hart, DesiRae Churchwell, Meagan Zampieri, and Nancy Saddler.

Action Planning Committee will meet at 4:00 pm March 9th, following Ex. Committee meeting.

KLOW

Discussion – as a result of the hack, Wordfence Suite Security has exposed completely abominable amount of hidden code. 35 malicious finds. Removed them, so NWKLS is clean. However, the company did not have the logs turned on, so how they got in is still a mystery. KLOW is *over* for NWKLS. NexTech seems to be the best deal; includes free backups, keeps logs on, includes 24-hour monitoring. Moving the websites from KLOW will involve cleaning first. Then subscription fee of \$50/mo., except Oakley and Norton; \$10 per month. \$200 cleaning each. Leftover money could pay for a grant to cover cost of PML and GPL’s websites. \$400 per year?

Motion to subscribe to NexTech website service, and provide grant to libraries who are not under NWKLS’s website: \$50/month & \$10 for Norton and Oakley each/month; provide \$400 grant to GPL and PML each.

Motion Lynn Tacha Second Karen Gillihan

Action Motion carried unopposed. Dave Graham abstained due to conflict of interest.

Cataloging Service/Cataloging Position

Notes for discussion:

We would like to cease cataloging for our libraries. We would instead pay for records, pay for supplies, and provide training for them to do it themselves. MARC records cost \$0.35. We would provide grants to do this. We would do local interest and special collections original cataloging, when necessary, according to new standards that will be written. New policy/standards for uniformity will also be written.

In-house shifting would allow Kama, George, and Meagan to do some (very limited) original cataloging. Kama could expand her duties to include some areas in which she would receive training.

New position would be rotation, processing, shipping/receiving.

Action: Kama will be receiving training; Meagan and George will be rewriting Cataloging standards; we will work on writing criteria for grant for cataloging materials and records. Director/Staff received consensus from board to move forward with Action. Board will have final say in approving the new policy and standards.

ADJOURNMENT

Time 5:13 pm

Motion Sharon DuBois Second Victoria Halbleib

2016

- *March 9—Face-to-Face 3:00 PM CT * Planning committee following at 4:00 pm.
- *April 13—Zoom 4:00 PM CT
- *May 11—Face-to-Face 3:00 PM CT
- *June 8—Zoom 4:00 PM CT
- *July 13—Face-to-Face 3:00 PM CT
- *August 10—Face-to-Face 12:00 PM CT (Full System Meeting/Budget Hearing)
- *September 14—Face-to Face 3:00 PM CT
- *October 12—Zoom 4:00 PM CT
- *November 9—Face-to-Face 3:00 PM CT
- *December 14—Zoom 4:00 PM CT