

Northwest Kansas Library System
Executive Committee Meeting
Agenda

Zoom: <https://kslib.zoom.us/j/922445950>

January 10, 2018

4:00 PM CT

1. **Call to order**
2. **Approval of the December 13, 2017, Meeting Minutes**
3. **Approval of the Financial Report and Bill List**
4. **Director's Report**
5. **Old Business**
 - Future Meeting Dates and Times
 - Other
6. **New Business**
 - Approval of the GAAP Waiver for 2018
 - Approval of the Financial Depository Institutions for 2018
 - Other
7. **Adjourn**

Items for the next agenda

- Planning and Budget Committee Appointments
- Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018

*January 10—Zoom 4:00 PM *February 14—Zoom 4:00 PM *March 14—Colby 3:00 PM

*April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM *June 13—Colby 3:00 PM

*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM

*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM

*December 12—Zoom 4:00 PM

Zoom Link: <https://kslib.zoom.us/j/922445950>

Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.

Northwest Kansas Library System
Executive Committee Meeting
Agenda

Zoom: <https://kslib.zoom.us/j/922445950>
February 14, 2018
4:00 PM CT

- 1. Call to order**
- 2. Approval of the January 10, 2018, Meeting Minutes**
- 3. Approval of the Financial Report and Bill List**
- 4. Director's Report**
- 5. Old Business**
 - Other
- 6. New Business**
 - Change in NWKLS Staff
 - Verso CILL Module
 - Envision Ware Computer Management
 - Norton Chamber of Commerce Membership
 - Friends of Kansas Libraries Membership
 - Other
- 7. Adjourn**

Items for the next agenda

- Planning and Budget Committee Appointments
- Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018

*February 14—Zoom 4:00 PM *March 14—Colby 3:00 PM *April 11—Zoom 4:00 PM *May
9—Zoom 4:00 PM *June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM
*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
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Northwest Kansas Library System
Executive Committee Meeting
Agenda

Pioneer Memorial Library
March 14, 2018
3:00 PM CT

1. **Call to order**
2. **Approval of the January 10, 2018, Meeting Minutes**
3. **Approval of the Financial Report and Bill List**
4. **Director Report**
 - a. Change in NWKLS Staff
5. **Old Business**
 - a. Other
6. **New Business**
 - Verso CILL Module
 - Envision Ware Computer Management
 - MiFi Project
 - Norton Chamber of Commerce Membership
 - Friends of Kansas Libraries Membership
 - Committee Appointments
 - Committee Meetings
 - Other
7. **Adjourn**

Items for the next agenda

- Planning and Budget Committee Appointments
- Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018

*March 14—Colby 3:00 PM *April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM

*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM

*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM

*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM

*December 12—Zoom 4:00 PM

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Northwest Kansas Library System
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April 11, 2018

4:00 PM CT

1. **Call to order**
2. **Approval of the January 10, 2018, Meeting Minutes**
3. **Approval of the Financial Report and Bill List**
4. **Director Report**
5. **Old Business**
 - Verso CILL Module
 - Envision Ware Computer Management
 - MiFi Project**5.1 Other**
6. **New Business**
 - Other
7. **Adjourn**

Items for the next agenda

2018

*April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM

*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM

*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM

*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM

*December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting

Agenda

Zoom: <https://kslib.zoom.us/j/922445950>

May 9, 2018

4:00 PM CT

- 1. Call to order**
- 2. Approval of the March 14, 2018, Meeting Minutes**
- 3. Approval of the Financial Report and Bill List**
- 4. Director Report**
- 5. Old Business**
 - Verso CILL Module
 - Envision Ware Computer Management
 - MiFi Project
 - Planning Committee Report
 - Budget Committee Report • Other
- 6. New Business**
 - Scholarship
 - Other
- 7. Adjourn**

Items for the next agenda

2018

*May 9—Zoom 4:00 PM *June 13—Colby 3:00 PM

*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM

*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM

*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting
Agenda

Pioneer Memorial Library
375 West 4th Street
Colby, KS 67701
June 13, 2018
3:00 PM CT

1. Call to order

2. Approval of the May 9, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business

- Envision Ware Computer Management
- Budget Committee Report
- Scholarship Committee Report • Other

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6. New Business

- Direct Deposit—Grant Funds
- Garden Along Sidewalk
- Approval and Submission of the NWKLS 2019 Plan to the Full Board
- Approval and Submission of the NWKLS 2019 Budget to the Full Board and
- Publish the Budget for the August Budget Hearing
- Nominating Committee
- Other

7. Adjourn

Items for the next agenda
--MiFi Project and CILL

2018

*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM

*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM

*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM

*December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting
Agenda

Zoom: <https://kslib.zoom.us/j/922445950>

July 11, 2018

4:00 PM CT

1. Call to order

2. Approval of the June 13, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business

- MiFi Project
- CILL Purchase
- Other

6. New Business

- Personnel Policy Update
- Bylaws Update
- Talking Books Contract
- KLA Contract
- Approval and Submission of the NWKLS 2019 Budget to the Full Board and Publish the Budget for the August Budget Hearing
- Nominating Committee
- Other

7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk

2018

*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM

*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM

*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting
Agenda

Buffalo Bill Cultural Center
3083 US Hwy 83
Oakley, Kansas 67748
August 8, 2018
12:00 PM CT

1. Call to order
2. Approval of the July 11, 2018, Meeting Minutes
3. Approval of the Financial Report and Bill List
4. Director Report
5. Old Business
 - MiFi Project
 - Personnel Policy Update
 - KLA Contract
 - Other
6. New Business
 - Other
7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk

2018

*August 8—Buffalo Bill Cultural Center, Oakley, Kansas 12:00 PM

*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM

*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM

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Northwest Kansas Library System

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Executive Committee Meeting
Agenda

Zoom

<https://kslib.zoom.us/j/922445950>

September 12, 2018

4:00 PM CT

1. Call to order
2. Approval of the August 8, 2018, Meeting Minutes
3. Approval of the Financial Report and Bill List
4. Director Report
5. Old Business • Other
6. New Business
 - Per Diem
 - Mileage Rate
 - Part-Time to Full-Time Employees
 - 10 by 30
 - Other

7. Adjourn

Follow-up Items from Previous Agendas

- Garden Along Sidewalk
- Personnel Policy

2018

*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM

*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting

Agenda

October 10, 2018

3:00 PM CT

Pioneer Memorial Library

375 West 4th St

Colby KS 67701-2197

1. Call to order

2. Approval of the September 12, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business

- Part-Time to Full-Time Employees
- 10 by 30
- Other

6. New Business

- Almena State Bank CD
- Hansen Summer Intern
- Hansen Book Mobile
- Other

7. Adjourn

Items for the next agenda

- Garden Along Sidewalk
- Personnel Policy

2018

*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM

*December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting
Agenda

November 14, 2018
4:00 PM CT

Zoom Link: <https://kslib.zoom.us/j/922445950>

1. Call to order

2. Approval of the October 10, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business

- Almena State Bank CD
- Personnel Policy
- Other

6. New Business

- Cover One Book Repair
 - Glue Strips 50 for \$53
 - Hinge Tape \$15
- Other

7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk

2018

*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM

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Agenda

December 12, 2018

4:00 PM CT

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1. Call to order

2. Approval of the November 14, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business

- Other

6. New Business

- MOU with Johnson County Library for 6 by 6: Ready to Read
- Extra Day Off for Employees Between Thanksgiving and Christmas
- Approve Budget Allocations for Employee Raises
- Approval to Pay Year-end Bills
- Future Meeting Dates and Times
- Other

7. Adjourn

Items for the next agenda

GAAP Waiver

Financial Depository Institutions

Planning and Budget Committee Appointments

Process for Planning and Budget

Follow-up Items

Garden Along Sidewalk

Cover One Book Repair

2018

*December 12—Zoom 4:00 PM

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