

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

January 10, 2018

Call to order

TIME: 4:08 pm

Darla Deeds

Attendance:

Chair, David Graham ___; 1st Vice Chair, Darla Deeds X; 2nd Vice Chair; Louella Kaiser X
Secretary; Cyndie Aumiller X (@4:11 pm) Treasurer; DesiRae Churchwell X; Karen Gillihan X;
Victoria Halbleib X; Cindy Harold X; Jody Shike ___; Nancy Saddler

Staff:

George Seamon x Alice Evans x Meagan Zampieri x

Others:

(Pass around sheet if there are visitors)

Approval of the minutes of the December 13, 2017 meeting

Motion K. Gillihan Second C. Harold

Minutes are approved.

Financial report and Paying of the bills

Motion C. Harold Second V. Halbleib

Financial Report accepted and bills approved for payment.

Director's Report

Outside of written report: Leamarie Edwards has been employed with us, temporarily during her semester break, but with intent to rehire in the summer at her next break.

OLD BUSINESS

Future meeting dates and times are listed in the agenda.

NEW BUSINESS

Approval of the GAAP Waiver for 2018

Motion V. Halbleib Second K. Gillihan

Motion carried.

Approval of the Financial Depository Institutions for 2018

Motion C. Harold Second D. Churchwell

Motion carried.

ADJOURNMENT

Time: 4:35 pm

Motion V. Halbleib Second C. Aumiller

Items for the next agenda:

- **Planning and budget committee appointments.**
- **Set meetings for planning and budget committees.**

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

March 14, 2018

Call to order

TIME: 3:05 pm

Dave Graham

Attendance:

David Graham X Chair; Darla Deeds X 1st Vice Chair; Nancy Saddler _____, 2nd Vice Chair; Louella Kaiser X Secretary; Cyndie Aumiller X (via zoom, joined 3:15) Treasurer; DesiRae Churchwell _____; Karen Gillihan X Victoria Halbleib X Cindy Harold X Jody Shike X.

Staff:

George Seamon X Alice Evans X Meagan Zampieri X

Other _____

Others: Dave Fischer

(Pass around sheet if there are visitors)

Approval of the minutes of the January 10, 2018 meeting

Motion K. Gillihan Second V. Halblieb

Accept financial report and pay bills

Motion D. Deeds Second L. Kaiser

Director's Report

OLD BUSINESS

Discussion: Big Ol' Blue, offer to 3-5 libraries that NEED it. Then, figure out a contest, drawing, something in order to give it to best choice.

NEW BUSINESS

- Verso CILL Module - \$150 each library

Action: D, M, and G will schedule Zoom meeting with CILL module, DesiRae and Karen as teachers; show off module, then come back to EC and report decisions and numbers of participants.

- Envision Ware Computer Management

Discussion: For 10 busiest libraries - \$8,995 one-time fee, including Dave training to care for main issues; each library would be then trained for in-house particulars. \$1,359.15 per year for up to 100 computers.

Action: Set up demo for all possible participants.

- MiFi Project (mobile internet hotspots, for libraries to check out to patrons)

Discussion: George is doing price comparisons with T-Mobile, Verizon, and NexTech—no cost for device, cost is only for data (~\$65K for three years for 32 additional devices). We are looking at grants for startup +3 years, after which we can build into budget.

- Norton Chamber of Commerce membership

Motion C. Aumiller Second V. Halbleib

Action: \$50 membership will be paid

- FOKL Membership

Motion K. Gillihan Second C. Harold

Action: \$35 membership will be paid.

- Kansas Databases

Motion K. Gillihan Second D. Deeds

Action: \$1500 from subscriptions.

- Committee Appointments

Budget: Darla, Dave, DesiRae

Planning: Dave, Louella, Karen

Committee Meetings

Action: Dave will arrange. George will send out Doodle poll to collect data.

ADJOURNMENT

Time 4:05 pm

Motion V. Halbleib Second C. Harold

Items for the next agenda:

- Planning and budget committee appointments.
- Set meetings for planning and budget committees.

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

May 9, 2018

Call to order

TIME: 4:03 pm

Dave Graham

Attendance:

David Graham X Chair; Darla Deeds X 1st Vice Chair; Nancy Saddler X 2nd Vice Chair; Louella Kaiser X Secretary; Cyndie Aumiller X Treasurer; DesiRae Churchwell Karen Gillihan X Victoria Halbleib Cindy Harold X Jody Shike X.

Staff:

George Seamon X Alice Evans X Dave Fischer X

Others: _____

(Pass around sheet if there are visitors)

Approval of the minutes of the March 14, 2018 meeting

Motion D. Deeds **Second** J. Shike Motion Carried

Accept financial report and pay bills

Motion N. Saddler **Second** C. Aumiller Motion Carried

Director's Report

George Seamon reported on the new staff at NWKLS.

OLD BUSINESS

Verso CILL Module

Discussion: Dave Fischer is still in the process of setting up a demonstration for member librarians.

Envision Ware Computer Management

Discussion: Dave Fischer reported that librarians were interested in Envision Ware after seeing the demonstration. The Executive Committee stated that they would also like to see the demonstration. Dave Fischer will schedule one for the next Executive Committee Meeting on June 13.

MiFi Project

Discussion: Dave Fischer and George Seamon reported that after examining the coverage data and pricing/quotes, the choice is between Nex-Tech Wireless and Verizon Wireless. George Seamon will work on a proposal for Nex-Tech Wireless to see if they will have competitive pricing and coverage.

Planning Committee

Discussion: The Planning Committee reported on the draft plan and provided copies to all the Executive Committee members.

Budget Committee

Discussion: D. Churchwell, D. Deeds, and D. Graham will schedule a meeting to discuss the

2019 NWKLS Budget. George Seamon and Alice Evans, NWKLS staff, will be joining them at this meeting.

Other—None Proposed

NEW BUSINESS

Scholarship

Discussion: The Scholarship Committee of V. Halbleib and Jody Shike will look through the applications and determine the recipient.

ADJOURNMENT

Time 4:31 pm

Motion C. Aumiller Second L. Kaiser

Next Meeting: June 13, Colby, 3:00 PM

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

June 13, 2018

Call to order

TIME: 3:07 pm

Nancy Saddler

Attendance:

David Graham ___ Chair; Darla Deeds ___ 1st Vice Chair; Nancy Saddler x, 2nd Vice Chair; Louella Kaiser x Secretary; Cyndie Aumiller x (via zoom, joined 3:15) Treasurer; DesiRae Churchwell x; Karen Gillihan x Victoria Halbleib x Cindy Harold x Jody Shike x.

Staff:

George Seamon x Alice Evans x Meagan Zampieri x

Other Dave Fischer, Janaeha Dinkel

Others: _____

(Pass around sheet if there are visitors)

Approval of the minutes of the January 10, 2018 meeting

Motion K. Gillihan Second C. Aumiller

Accept financial report and pay bills

Motion C. Aumiller Second J. Shike

Director's Report –

As written and introduction of our intern; KLA software migration is going well.

OLD BUSINESS

Discussion: EnvisionWare Computer Management – Dave Fischer fields questions:

Is there any particular reason why we are doing this? The price point has come to a reasonable level for small libraries. \$9470 for one time start up; yearly maintenance \$1,632.85 (prorated per computer (\$19 each). Laptops will be included; tablets and chromebooks—Dave will report soon.

Action: Purchase startup costs of EnvisionWare from Memorial fund.

Motion C. Aumiller Second V. Halbleib

Discussion: Recommendation that the System will pay 100% in first year; 2020, libraries cover half of maintenance.

Budget Committee Report – Distributed; we will vote on this budget at next meeting.

Scholarship Committee Report – Scholarship will be awarded to Callie Uehlin.

Direct Deposit – Instead of mailing checks, we would like to directly deposit the grant funds, mileage checks, etc. Alice will investigate further, with board approval

Action: We will move to direct deposit for Systems Services Grant.

Motion K. Gillihan Second C. Harold

Garden along the sidewalk – Permission to investigate granted by consensus.

NEW BUSINESS

Approval and Submission of the NWKLS 2019 Plan to the Full Board

Motion C. Aumiller **Second** D. Churchwell

Budget will be published for the August Budget Hearing.

Nominating Committee – D. Graham will present at next meeting.

Other

Bylaw change; to be amended with the full board.

Motion _____ **Second** _____

Motion _____ **Second** _____

ADJOURNMENT

Time 4:33 **pm**

Motion C. Aumiller **Second** L. Kaiser

Items for the next agenda:

- **MiFi Project and CILL**

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

July 11, 2018

Call to order

TIME: 4:07 pm

Dave Graham

Attendance:

David Graham x Chair; Darla Deeds x 1st Vice Chair; Nancy Saddler X joining at 4:12 with Technical difficulties), 2nd Vice Chair; Louella Kaiser _____ Secretary; Cyndie Aumiller x (departed 4:54 pm) Treasurer; DesiRae Churchwell x; Karen Gillihan x Victoria Halbleib x Cindy Harold _____ Jody Shike x.

Staff:

George Seamon x Alice Evans x Meagan Zampieri x
Others: Dave Fischer

Approval of the minutes of the June 13, 2018 meeting

Motion V. Halblieb Second D. Churchwell

Accept financial report and pay bills

Motion K. Gillihan Second V. Halblieb

Director's Report – Reporting accident with rotation van, replacement of vinyl decals included in insurance payout. KLA/MPLA receiving solid response/interest.

OLD BUSINESS

MiFi Project – NexTech Wireless is offering units at \$35/mo with unlimited data inside their coverage area and a 5GB cap on roaming per month. Verizon's quote was \$45/mo with a 30GB throttle to 3G overall of them; no unlimited use, period.

Action: Pursue grant funding for 2/3 Verizon, 1/3 NexTech Wireless.

Motion V. Halblieb Second C. Aumiller

CILL Purchase - \$150 per library

Action: Pursue contract, paid by NWKLS for the libraries.

Motion V. Halblieb Second K. Gillihan

NEW BUSINESS

Approve update to Personnel Policy

George will make changes per discussion for clarity and correctness and bring back to board for approval.

Approve update to NWKLS Bylaws by consensus – Ready to send to full board.

Action: Approval of Talking Books Outreach Contract as presented.

Motion N. Saddler Second V. Halbleib

Approval of KLA Contract – Negotiation – will do more math and report back.

Motion _____ Second _____

Action: Cancel subscription to Niche Academy and reallocate \$3800 from software line toward MiFi continuation after grant.

Motion V. Halbleib Second D. Churchwell

Approval and submission of the NWKLS 2019 Budget to the Full Board and Publish the Budget for August Budget Hearing

Action: Approval of budget as revised for publishing and presentation to the full board.

Motion V. Halbleib Second K. Gillihan

Nominating Committee – Victoria volunteers to perform as the nominating committee at the Full System Meeting.

ADJOURNMENT

Time 5:23 pm

Motion D. Churchwell Second V. Halbleib

Items for the next agenda:

- Personnel Policy
- Sidewalk garden
- KLA Contract

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

August 8, 2018

Call to Order

Nancy Saddler

TIME: 12:15 pm

Attendance

David Graham ___ Chair; Darla Deeds ___ 1st Vice Chair; Nancy Saddler X 2nd Vice Chair;
Cindy Aumiller ___ Secretary; DesiRae Churchwell X Treasurer; Louella Kaiser X Karen
Gillihan X Victoria Halbleib X Cindy Harold X Jody Shike X

Staff

George Seamon X Alice Evans X Meagan Zampieri X David Fischer X Janaeha Dinkel X

Other

Frank Powers X Ferol Powers X

Approval of the minutes of July 11, 2018 meeting

Motion Karen Gillihan **Second** Jody Shike

Accept financial report and pay bills

Motion Cindy Harold **Second** DesiRae Churchwell

Director's Report, as written

OLD BUSINESS

- **MiFi Project**

Amend to 50/50 based on new info, per David Fischer's report.

Motion Karen Gillihan **Second** DesiRae Churchwell

- **KLA Contract**

Moved to accept \$20,000 contract.

Motion Victoria Halbleib **Second** Cindy Harold

NEW BUSINESS – none

ADJOURNMENT

TIME: 12:57 pm

Motion Victoria Halbleib **Second** Louella Kaiser

Items for next agenda:

- Garden along sidewalk

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

September 12, 2018, via Zoom

Call to order

TIME: 4:06 pm

Dave Graham

Attendance:

David Graham x Chair; Darla Deeds x 1st Vice Chair; Nancy Saddler x, 2nd Vice Chair; Secretary Cyndie Aumiller x (joined 4:10 pm); Treasurer DesiRae Churchwell x; Louella Kaiser ; Karen Gillihan x; Victoria Halbleib x; Cindy Harold ; Jody Shike .

Staff:

George Seamon Alice Evans x Meagan Zampieri x

Others: Mary Boller, Jennifer Mapes, Heather Frew

(Pass around sheet if there are visitors)

Approval of the minutes of the August 8, 2018 meeting

Motion V. Halbleib **Second** K. Gillihan

Pay Bills

Motion N. Saddler **Second** D. Churchwell

Accept financial report

Motion V. Halbleib **Second** N. Saddler

Director's Report

Meagan announced Dave's report: that all libraries except Norcatur have CILL installed; we are waiting for them to finish automating. All websites we take care of are migrated to an https:// (secure) site. And Envisionware is live at all libraries but Wakeeney and Lenora; Wakeeney is tomorrow.

Verso workshop has 22 on Wed and 20 on Thursday; that's almost 100%. Karen is switching with Laura so a CILL Veteran is there each day (DesiRae is coming the other day).

OLD BUSINESS

None

NEW BUSINESS

Per Diem: Tabled for Next Meeting

Mileage Rate: Tabled for Next Meeting

Part-Time to Full-Time employees: Tabled for Next Meeting

Discussion: We have two part-time employees sharing the hours of one 40hr/wk position. George has found space in the budget to increase their hours to 40/wk each for the rest of the year, definitely; next year is much tighter. Meagan's thought is to increase to 30hrs for a while, and then 40. Victoria asked about why/how this happened. Meagan reported that the position was difficult to fill at full time; Jennifer mentioned that they were hired part time with the option or possibility to go full time.

Meagan reported George's thought about the pay differential between his salary and Jennifer and Heather's. It will be better for them to do the KLA work, considering that contract, than it is for him

to do it. Mary mentioned Dane G. Hansen approaching us about a major project and the additional work that will come with it (a bookmobile; secretary does not remember if Mary mentioned the book mobile specifically as that project). In addition, Meagan mentioned Dave's extra work and his extensive hours in his work; he needs an assistant. Nancy suggested that the next meeting would be better for this decision, as it's face to face. Cyndie mentioned that it would be really good to know how much time KLA is really taking, and how much throughout the year as opposed to just before conference. Dave will email George.

Follow up: on Thursday, September 13, 2018, the following message was sent to the executive committee from Meagan Zampieri to clarify some apparent confusion: *A second follow up is to clarify something that I stated poorly yesterday. What I meant to say is that historically, filling the rotation position since Pat left has been difficult. When I said that we couldn't find anyone to fill the position full time, I was referring to going almost a year without Pat or anyone, and then hiring someone who disappeared into the ether, and then finding Kristy who was here just over a year. In all that time, our pool of candidates was generally leaving much to be desired. When we had to replace Kristy, we decided to advertise for more than one part time position, and in the ad we said "part time, with the possibility of full time." (I was informed that what I said made it sound like they accepted a part time job and now don't want that.) This was not a change in the hired people's circumstances or wishes, but a misunderstanding of when or if that progression to full time might happen. I reiterate: we did not think that everyone we hired would be fantastic. (They are.)*

10 by 30:

Advocacy campaign—organizational commitment. Goal is to reduce poverty in Kansas to below 10% by 2030, lead by the Kansas Association of Community Action Programs. Meagan is individually committed. Organizational commitment would entail sharing such on social media, website, and allowing our name on lists saying such.

Discussion: EC members asked for webpage and other contact information. Benefits include increasing access to partners in programs and projects, and to increase the level of awareness of the problem of poverty, especially considering the lack of awareness that it continues to exist.

Tabled until October Meeting. Website sent to EC via email by Meagan with above.

ADJOURNMENT

Time 4:45 pm

Motion N. Saddler **Second** K. Gillihan

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

October 10, 2018, Pioneer Memorial Library

Call to order

Darla Deeds

TIME: 3:01 pm

Attendance:

David Graham ___ Chair; Darla Deeds x 1st Vice Chair; Nancy Saddler x, 2nd Vice Chair; Secretary Cyndie Aumiller x; Treasurer DesiRae Churchwell ___; Louella Kaiser x; Karen Gillihan x; Victoria Halbleib x; Cindy Harold x; Jody Shike ___.

Staff:

George Seamon x Alice Evans x Meagan Zampieri x

Others: Brian Thompson, Mapes and Miller

(Pass around sheet if there are visitors)

Audit Report from Brian Thompson, Mapes and Miller, as written.

Financial statements are fairly presented in accordance with the rules and regulations of the state of Kansas. This is a clean opinion—the best you can have. No concerns.

Approval of the minutes of the September 12, 2018 meeting

Motion N. Saddler **Second** C. Harold

Accept financial report and pay bills

Motion C. Aumiller **Second** C. Harold

Director's Report: as written. Sunflower eLibrary—funds are going into a central fund; Overdrive reports that our hold ratios are better than they've ever been, and the funds that are just sitting there are active and useful. Mifi grant was denied, but we are still talking to Hansen. We will rework grant and resubmit.

- Cindy reads a letter from teacher who attended WAW award. The benefit of this program is wide reaching.
- Cyndie A. also attended WAW and this year took the Title 1 teacher and a parent. "Everybody should go." Hoxie won the spirit award this year!

OLD BUSINESS

- **Approval of reallocating funds to account for increase in hours to 40/wk for Heather Frew and Jennifer Mapes, as seen as appropriate by the Director.**

Motion V. Halbleib **Second** K. Gillihan

Action: Motion carried.

- **Institutional membership of 10by30 Community Action Advocacy campaign.**
Discussion: Not approved. We will carry on including addressing poverty in our strategic mission as it relates to resources and information needs of our residents.

NEW BUSINESS

- **Almena State Bank CD – Due October 22nd.**

Discussion: CD of \$54,284.58 comes due on October 22nd. Currently receiving 1.5% interest. Offer of 1 yr at 2.5%; six months interest paid.

Motion C. Aumiller **Second** N. Saddler

Action: Director is granted authority to make best choice to renew the CD per six- or twelve-month contract.

- **Hansen Summer Intern**
- **Hansen Book Mobile**

Discussion: Pursuing relationship with Dane G Hansen Foundation to acquire a bookmobile and funds associated with running it. Also pursuing discussion with them about their summer intern program.

Action: Consensus granted to pursue.

- **Kiwanis Membership**

Discussion: Mary would like to join Kiwanis chapter beginning (again) in Norton County. Dues will either be for her individually or for our organization as a whole.

Action: Consensus granted to pursue. Amount will be in financial report and will be submitted as a bill to be paid.

ADJOURNMENT

Time 4:53 **pm**

Motion N. Saddler **Second** K. Gillihan

STAFF SECRETARY'S NOTES EXECUTIVE COMMITTEE MEETING

November 14, 2018, via Zoom

Call to order

TIME: 4:04 pm

Dave Graham

Attendance:

David Graham x Chair; Darla Deeds _____ 1st Vice Chair; Nancy Saddler x, 2nd Vice Chair; Secretary Cyndie Aumiller x; Treasurer DesiRae Churchwell x; Louella Kaiser _____; Karen Gillihan x; Victoria Halbleib _____; Cindy Harold x; Jody Shike x (joined @ 4:05 pm).

Staff:

George Seamon x Alice Evans x Meagan Zampieri _____

Approval of the minutes of the October 10, 2018 meeting

Motion C. Aumiller **Second** N. Saddler

Pay Bills

Motion D. Churchwell **Second** C. Harold

(Financial report will be approved at next meeting, as it was distributed at the beginning of this meeting.)

Director's Report

George got to visit several libraries with Dave and is very excited about all the great things that are happening. Cheylin Limitless Libraries school/public partnership is going very well. George reports that we are looking at changing the spine label procedure for rotation books if possible.

OLD BUSINESS

- **Almena State Bank CD:**

Be it resolved that a Certificate of deposit will be purchased with the Almena State Bank. It will be automatically renewed every six months with interest compounded and added at that time. Two signatures will be required to withdraw funds with signers as follows: David L. Graham, President; Cynthia Diane Aumiller, Secretary; and George William Seamon, Jr., Director.

Motion C. Aumiller **Second** C. Harold

Action: Motion carried.

- **Personnel Policy:**

Motion: N. Saddler **Second** D. Churchwell

Action: Approved as presented.

NEW BUSINESS

- **Oakley has purchased a Cover One book repair system.**

Discussion: George reports that Oakley has made the above purchase. Victoria has suggested that Oakley could repair books for the System as needed. George suggests having a policy and set criteria and purchasing materials for such a purpose and discussing it at a later date. Victoria will demonstrate at next face-to-face Executive Committee meeting.

OTHER

- Thank you note from Callie Uehlin for NWKLS Scholarship
- C. Harold reported that the workshop on 11/13/18 was very informative for her as a trustee; George reported that other comments were very positive as well.

ADJOURNMENT

Time 4:34 pm

Motion C. Aumiller Second C. Harold

Minutes Executive Committee Meeting

December 12, 2018, via Zoom

Call to order

Time: 4:04 pm

Nancy Saddler

Attendance: David Graham _____, Chair; Darla Deeds X (4:10 PM), 1st Vice Chair; Nancy Saddler X, 2nd Vice Chair; Cyndie Aumiller X, Secretary; DesiRae Churchwell _____, Treasurer; Louella Kaiser _____; Karen Gillihan X; Victoria Halbleib X; Cindy Harold X; Jody Shike X.

Staff: George Seamon X Alice Evans X Meagan Zampieri _____

Others: _____
(Pass around sheet if there are visitors)

Approval of the minutes of the November 14, 2018 meeting

Motion: Karen Gillihan **Second:** Cindy Harold

The motion Carried.

Accept financial report and pay bills

Motion: Cindy Harold **Second:** Jody Shike

The Motion Carried.

Director's Report

George Seamon reported that Louella Kaiser lost her job as director of Wakeeney City Library, and that he will be working with the library board to find a replacement for the full board. George also reported that Dave Graham is moving out of the region and will serve on the board through February 2019, before resigning. George also reported that Meagan Zampieri has submitted her letter of resignation as she has accepted a job at Hays Public Library.

OLD BUSINESS

Other: No Old Business Proposed.

NEW BUSINESS

Humanities Kansas Agreement for 2019, Approval

George Seamon reported that the contract was the same as last year. He also reported that he had a conversation with Julie Mulvihill, director of Humanities Kansas, about a possible increase in the 2020 contract to help cover an increase in Kansas Library Express Courier Fees.

Motion: Victoria Halbleib **Second:** Cindy Harold

The motion carried.

Memorandum of Understanding with Johnson County Library, Approval

George Seamon reported that the 6 by 6: Ready to Read program has been getting more attention from education institutions, and that we are running out of promotional materials. Mary Boller spoke with Johnson County about allowing NWKLS to have access to the 6 by 6: Ready to Read promotional materials in digital format. This agreement allows NWKLS access to the

promotional materials and to be the dissemination point for those materials across the state. George and Mary plan to work with the Kansas Department of Education to find funding for printing promotional materials as well as having them digitally.

Motion: Karen Gillihan **Second:** Victoria Halbleib

The motion carried.

Extra Day off for Employees Between Thanksgiving and Christmas, Approval

Motion: Victoria Halbleib **Second:** Karen Gillihan

The Executive Committee agreed to allow NWKLS staff to take the day between December 12 and January 2, since this was not an agenda item for the November meeting.

The motion carried.

Budget Allocations for Employee Raises, Approval

Motion: Victoria Halbleib **Second:** Karen Gillihan

In addition to the allocation approval, the Executive Committee approved a \$2000 bonus for Meagan Zampieri in lieu of the Assistant Director raise she would have received this year and should have received several years ago.

The motion carried.

Pay Year-end Bills, Approval

Motion: Victoria Halbleib **Second:** Cindy Harold

The motion carried.

Future Meeting Dates and Times

The Executive Committee agreed to have the January and February meetings via Zoom due to possible weather issues. The March meeting will be at Oakley Public Library at 3:00 PM. The remainder of the meetings will alternate between face-to-face and Zoom with times alternating with the meetings. George Seamon will get the schedule set, as described, for the board to approve.

Bank Account Signers, Approval

George Seamon reported that with the departure of David Graham, Louella Kaiser, and Meagan Zampieri NWKLS will need another staff member as a signer for the Stockton National Bank checking account and the Almena State Bank CD. George suggested Mary Boller as a staff signer on the Stockton National Bank checking account and Darla Deeds as a signer on the Almena State Bank CD.

Motion: Cindy Harold **Second:** Victoria Halbleib to add Mary Boller as a signer on the NWKLS Stockton National Bank checking account and Darla Deeds as the signer on the NWKLS Almena State Bank CD.

The motion carried.

ADJOURNMENT

Time: 4:37 pm

Motion: Victoria Halbleib **Second:** Karen Gillihan