Minutes
Executive Committee Meeting
January 9, 2019, via Zoom

Call to order
Time: 4:05 pm

David Graham

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

Staff: George Seamon X Alice Evans X

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

Approval of the minutes of the December 12, 2018 meeting

Motion: Nancy Saddler Second: Darla Deeds
The motion Carried.

Accept financial report and pay bills

Motion: Karen Gillihan Second: Cindy Harold
The Motion Carried.

Director's Report
George Seamon reported that the office was closed for two days due to inclement weather. He also reported that the date for the March meeting on the meeting schedule was incorrect. The date is March 20.

OLD BUSINESS

Other: No Old Business Proposed.

NEW BUSINESS

2019 GAAP Waiver and Financial Depository Institutions, Approval of

Motion: Victoria Halbleib Second: DesiRae Churchwell
The motion carried.

Process for Planning and Budget Development
George Seamon reported that he would like to get input from member librarians. He will be conducting interviews and focus groups. This will be in addition to the information already gathered by Meagan Zampieri.

Planning and Budget Committees
Planning Committee will be Victoria Halbleib, Karen Gillihan, Cindy Harold, Dave Graham, and Darla Deeds.

Budget Committee will be Desirae Churchwell, NWKLS Treasurer, Darla Deeds, and Nancy Saddler.
Other:
Consultant's Position
Cindy Harold asked George if he was going to fill the consultant position. He responded that he was not going to open the position yet. He would like to have a conversation about the position later.

ADJOURNMENT
Time: 4:19 pm

Motion: DesiRae Churchwell Second: Darla Deeds
Minutes
Executive Committee Meeting
March 20, 2019
Oakley Public Library

Call to order
Time: 3:11 pm

Darla Deeds

Attendance: Darla Deeds X, 1st Vice Chair; Nancy Saddler X, 2nd Vice Chair; Cyndie Aumiller X, Secretary; DesiRae Churchwell ___ , Treasurer; Karen Gillihan X; Victoria Halbleib X; Cindy Harold X; Pat Hart 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 January 9, 2019 meeting
Motion: Cyndie Aumiller Second: Nancy Saddler
To approve the minutes as presented. The motion Carried.

Accept financial report and pay bills
Motion: Karen Gillihan Second: Cindy Harold
To approve the financial report and pay the bills. The Motion Carried.

Director's Report
George Seamon reported on SB 59, which is a bill regarding Eudora Library. The issue with SB 59 was the debate. Some legislators believe that libraries should have elected boards instead of appointed boards. KLA Governmental Affairs Committee is going to be watching for bills.

OLD BUSINESS
Cover One Book Repair
Oakley Public Library gave a demonstration of their Cover One Book Repair system. It can repair books that have had the page block torn away from the cover. It can repair books with spines less than 2”. The process includes heating the spine to remove old glue, placing new glue strips in the repair area, melting the glue, and letting the book cool. Glue costs $50 for 53 sticks.

Motion: Nancy Saddler Second: Karen Gillihan
To provide Oakley Public Library a grant of $1000 to offer book repair services to NWKLS Member libraries. George Seamon and Oakley Public Library Staff will write a book repair policy and set an initial limit of 10 books per year per member library. The motion carried.

Other: No Other Old Business Proposed.

NEW BUSINESS
Signature Card for Solutions North Bank
Motion: Cindy Harold Second: Victoria Halbleib
To include Cyndie Aumiller, Mary Boller, DesiRae Churchwell, Darla Deeds, Karen Gillihan, Victoria Halbleib, Cindy Harold, Pat Hart, Nancy Saddler, George Seamon, and Jody Shike on the signature card as authorized signers with three signers required on checks, and Alice Evans as authorized to discuss business with Solutions North Bank on the NWKLS account. The motion carried.

Xerox Contract
Dave Fischer reported that there are currently 7 xerox copy machines in the region. There are
currently 5 locations that have expiring lease contracts. Those locations include NWKLS, Norton Public Library, Jay Johnson Public Library, Oberlin City Library, and Graham County Library. Sheridan County Library and St. Francis Public Library will have contracts coming due in 2021. Goodland Public Library is also interested in looking into Xerox for their copier needs. Dave reported that right now we can work with Green Office Partners in Chicago, Illinois, to get new machines, contracts for the 5 expiring contracts and Goodland Public Library at $950.00 per month with a charge of $0.0113 per black and white copy and $0.099 per color copy. This would be about $45 increase over the old machines, but without a buyout on the old contracts. This would also include software that would allow Dave to remotely access the machines if there is an issue. Sheridan County Library and St. Francis Public Library could be folded into the deal at later date along with any other interested libraries.

**Motion:** Cyndie Aumiller  **Second:** Cindy Harold
To move forward with the contract with Green Office Partners for Xerox copier leases. The motion carried.

**Microsoft Office 365**
Dave Fischer reported that it would be more cost affective to purchase more licenses of Microsoft Office 365 than individual licenses of Microsoft Office for library staff. Microsoft Office 365 includes all Office Software plus more. It costs the system $24 per license per year. Currently we have 27 licenses and we would need to purchase 14 more to cover the rest of the libraries. 41 licenses would be $984. This also allows license holders to install copies of the office products on other computers they use.

**Motion:** Victoria Halbleib  **Second:** Karen Gillihan
To purchase 41 licenses of Microsoft Office 365, to cover those libraries that currently do not have licenses. The motion carried.

**Wages**
George Seamon reported that it was brought to his attention that the new full-time staff were frustrated that the Nex-Gen Intern would be making more money than they do. He proposed possible increases or shorter work weeks to increase the pay of those full-time staff. The Executive Committee discussed it and came to a consensus of no raise or other alternative to increase wages. It was their feeling that enough had been done and NWKLS is a great place to work with great benefits.

**MakerCare for the 3D Printers**
George Seamon and Dave Fischer reported that they were looking into MakerCare for the MakerBot 3D Printers. This would be discussed next meeting.

**Information for the Board**
George Seamon reported that Michelle Wolff had resigned from St. Francis Public Library. There was some discussion about this resignation.

**ADJOURNMENT**  
Time: 5:10 pm

**Motion:** Cyndie Aumiller  **Second:** Karen Gillihan
Minutes
Executive Committee Meeting
April 10, 2019
Zoom

Call to order Darla Deeds
Time: 4:02 pm

Attendance: Darla Deeds X, 1st Vice Chair; Nancy Saddler X, 2nd Vice Chair; Cyndie Aumiller X, Secretary; DesiRae Churchwell ____, Treasurer; Karen Gillihan X; Victoria Halbleib X; Cindy Harold X; Pat Hart X, Jody Shike X.

Staff: George Seamon X Kama Mandl X

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

Approval of the minutes of the March 20, 2019 meeting
Motion: Victoria Halbleib Second: Karen Gillihan
To approve the minutes as presented. The motion Carried.

Accept financial report and pay bills
Motion: Cindy Harold Second: Jody Shike
To approve the financial report and pay the bills. The Motion Carried.

Director’s Report
George Seamon reported that MakerBot has changed the price and terms/conditions of MakerCare. The cost is more than previous, with less benefit, and they will only cover the three Replicator Printers. He also reported that Dave Fischer is working on getting arrangements made for the new Xerox machines. George also reported that the State Library of Kansas is having issues with Total Boox.

OLD BUSINESS
Book Mobile
George Seamon reported that he had a meeting with Betsy Wearing and two Trustees from the Hansen Foundation. They are interested in funding a Book Mobile. They have requested that we get the grant application in on 4/24/2019, which is their deadline for major grant requests.

Motion: Victoria Halbleib Second: Karen Gillihan
To move forward and get the grant application submitted. The motion carried.

Other: No Other Old Business Proposed.

NEW BUSINESS
No New Business Proposed.

Other: No Other New Business Proposed.

ADJOURNMENT
Time: 4:38 pm

Motion: Karen Gillihan Second: Cindy Harold
Call to order
Darla Deeds
TIME: 4:03

Attendance:
Darla Deeds, 1st Vice Chair; Nancy Saddler, 2nd Vice Chair; Secretary Cyndie Aumiller, Treasurer DesiRae Churchwell; Patricia Hart; Karen Gillihan; Victoria Halbleib; Cindy Harold; Jody Shike.

Staff:
George Seamon; Alice Evans

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

Approval of the minutes of the April 10, 2019 Meeting
Motion Victoria Halbleib Second Karen Gillihan
To approve the minutes as presented. The motion carried.

Accept Financial Report and Pay Bills
Motion Nancy Saddler Second DesiRae Churchwell
To approve the Financial Report and Pay the Bills. The motion carried.

Director’s Report
Area Trustee trainings starting to get scheduled.
Retreat
Dave - Nex-Tech boosted the internet speed to 50mg for all of our libraries that have their internet with them.
Bookmobile Grant- turned down- CKLS offered to sell us their old van.

OLD BUSINESS
Discussion: 2020 Budget, Approval, Publication, and Submit to Full Board
Motion Nancy Saddler Second Karen Gillihan
To approve the budget. The motion carried.

Discussion: 2020 Plan, Approval, Publication, and Submit to Full Board
Motion Victoria Halbleib Second DesiRae Churchwell
To approve the 2020 plan as presented. The motion Carried.

NEW BUSINESS
Discussion: Set Date for Budget Hearing
August 14 1:00-2:00
Motion DesiRae Churchwell Second Victoria Halbleib
To set the budget hearing for Aug 14, 2019 at 1:00 PM. The motion Carried.

Discussion: KLA Contract
Have not received yet- No Action

Discussion: Talking Books Contracts
Motion Karen Gillihan Second Nancy Saddler
To approve the talking book contract as presented. The motion carried.
Discussion: Scholarship

Discussion: 2020 Officers, Approval and Submit to Full Board

Motion    Karen Gillihan          Second    Victoria Halbleib
To Nominate Cindy Harold as chair. The motion carried.

Motion    DesiRae Churchwell      Second    Darla Deeds
To Nominate Karen Gillihan as Secretary. The motion carried.

Motion    DesiRae Churchwell      Second    Victoria Halbleib
To Nominate Patricia Hart as Treasurer, Cyndie Aumiller as 1st Vice Chair, and DesiRae Churchwell as 2nd Vice Chair. The motion carried.

Motion    Victoria Halbleib       Second    Karen Gillihan
To Nominate Patricia Hart as Treasurer, Cyndie Aumiller as 1st Vice Chair, and DesiRae Churchwell as 2nd Vice Chair. The motion carried.

New Van

NWKLS has the opportunity to trade the 2010 Ford Edge for a 2016 Town & Country 2016 Van. Trade for Edge would be $4,000.00 which would bring the net price to $23,500.00.

Motion    Cyndie Aumiller         Second    Karen Gillihan
To purchase Van to replace Edge. The motion carried.

ADJOURNMENT          Time   3:40    pm

Motion    Cyndie Aumiller         Second    DesiRae Churchwell
The Motion carried.

Chair

Secretary
Call to order
TIME: 12:15 pm

Attendance:
Darla Deeds X, 1st Vice Chair; Nancy Saddler , 2nd Vice Chair;
Secretary Cyndie Aumiller X; Treasurer DesiRae Churchwell X;
Patricia Hart ; Karen Gillihan X; Victoria Halbleib X; Cindy Harold X;
Jody Shike X.

Staff:
George Seamon X Alice Evans X

Others: Mary Deaver
(Pass around sheet if there are visitors)

Approval of the minutes of the July 10, 2019 Meeting
This item tabled.

Accept Financial Report and Pay Bills
Motion Victoria Halbleib Second Cindy Harold
To approve the Financial Report and Pay the Bills. The motion carried.

Director’s Report
Scholarship awarded to Abigail Heim, KLA Conference registration has started.

OLD BUSINESS
None

NEW BUSINESS
None

ADJOURNMENT
Time 12:40 pm
Motion DesiRae Churchwell Second Jodi Shike
The Motion carried.
STAFF SECRETARY’S NOTES
EXECUTIVE COMMITTEE MEETING
September 11, 2019
Zoom Meeting

Call to order
TIME: 4:08 pm__________

Cyndie Aumiller

Attendance:
Darla Deeds _____, 1st Vice Chair; Nancy Saddler _____, 2nd Vice Chair;
Secretary Cyndie Aumiller _X____; Treasurer DesiRae Churchwell __X___;
Patricia Hart ___X__; Karen Gillihan ___X____; Victoria Halbleib ___X____; Cindy Harold ___X____;
Jody Shike ___X____.

Staff:
George Seamon ___X___ Alice Evans _X____

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

Approval of the Agenda

Motion _____Victoria Halbleib_______ Second ___________DesiRae Churchwell________
To approve the Agenda. The motion carried.

Approval of the minutes of the July 10, 2019 Meeting and the August 13, 2019 Meeting.

Motion _____Karen Gillihan_______ Second ___________Cindy Harold________
To approve the minutes of the July 10, 2019 Meeting and the August 13, 2019 meeting. Motion carried.

Accept Financial Report and Pay Bills

Motion _____Cindy Harold_______ Second ___________Victoria Halbleib________
To approve the Financial Report and Pay the Bills. The motion carried.

Director’s Report
NWKLS purchased a used Town and Country Van. Norton Public Library was able to get the City
of Norton to put decorative rock along the sidewalk that leads to NWKLS and it looks great. NWKLS
will pay for Executive Board members’ KLA membership and pay expenses for NWKLS
librarians to attend the KLA Conference in October.

OLD BUSINESS
None

NEW BUSINESS
None
ADJOURNMENT

Motion  Victoria Halbleib  Second  Karen Gillihan
The Motion carried.
Call to order: Darla Deeds 

Time: 4:06 pm

Attendance: Vacant __, Chair; Darla Deeds X, 1st Vice Chair; Nancy Saddler X, 2nd Vice Chair; Cyndie Aumiller X, Secretary; DesiRae Churchwell X, Treasurer; Mary Deaver X; Pat Hart X; Karen Gillihan __; Victoria Halbleib X; Cindy Harold X; Jody Shike __.

Staff: George Seamon X, Alice Evans _

Guest: Brian Thompson, CPA, Mapes and Miller

Approval of the Agenda

Motion: Victoria Halbleib moved to approve the meeting agenda. Second: DesiRae Churchwell

Action: The motion carried.

Audit Report

Brian Thompson, CPA, Mapes and Miller, went through the audit report and answered questions. He reported that it was a clean audit.

Motion: Victoria Halbleib moved to accept the audit report and have Mapes and Miller submit copies with various state agencies required by statute. Second: Pat Hart

Action: The motion carried.

Approval of the minutes of the September 11, 2019, Meeting

Motion: Cindy Harold moved to accept the September 11, 2019, meeting minutes as submitted. Second: DesiRae Churchwell

Action: The motion carried.

Approve the Financial Report and Bill List

George Seamon presented the financial report and bill list.

Motion: DesiRae Churchwell moved to approve the financial report and payment of the bills as presented. Second: Victoria Halbleib

Action: The motion carried.
Nancy Saddler arrived at the meeting, 4:32 PM

**Director’s Report**

George Seamon reported that Dian Burns, Director, Bird City Public Library, won the KLA Presidential Award for Library Personnel. He also reported that Bird City Library was in the top three for the 2019 KLA Best Small Library in Kansas Award, but unfortunately did not win. George reported that the Trustee Training in Quinter was well received. He also reported that only six people signed up for the Grant Writing Workshop, and the K-State Extension office was considering cancelling the workshop due to low registration. George also reported that he attended the Rural and Independent Innovators Conference in Dodge City. He believed that it was a great opportunity and generated some ideas.

**Old Business**

**KLA Contract, Approval of**

Motion: Mary Deaver moved to approve the contract between KLA and NWKLS for executive secretary services. Second: Cindy Harold

Action: The motion carried.

**Other**

No other old business proposed.

**New Business**

**RB Digital Unlimited**

George Seamon presented a possible new service for NWKLS to the Executive Committee. The committee is interested and would like to see a demo.

**Kanopy**

George Seamon presented a possible new service for NWKLS to the Executive Committee. The committee is interested and would like to see a demo.

**Van**

George Seamon shared with the Executive Committee that the rotation van was getting close to 100,000 miles. They are interested in costs for a replacement van.

**You can help prevent Sexual Assault**

The Executive Committee reached a consensus to support the sexual assault prevention program.
Other

No other new business.

Adjournment

Time: 5:12 pm

Motion: Victoria Halbleib moved to adjourn. Second: Cyndie Aumiller

2019

*December 11—Face-to-Face 3:00 PM CT
Call to order             Darla Deeds
TIME: _3:07 pm__________

Attendance:
Darla Deeds ___X___, 1st Vice Chair; Nancy Saddler ___X___, 2nd Vice Chair;
Secretary Cyndie Aumiller _____; Treasurer DesiRae Churchwell ___X via Zoom____;
Patricia Hart _____; Karen Gillihan ___X____; Victoria Halbleib ___X____; Cindy Harold ___X____;
Jody Shike _____; Mary Deaver ___X____.

Staff:
George Seamon ___X__ Alice Evans ___X____ Dave Fischer ___X____

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

Approval of the Agenda
Motion ___Victoria Halbleib___ Second ___Nancy Saddler__. The motion carried.

Approval of the minutes of the November 13, 2019 Meeting
Motion ___Victoria Halbleib___ Second ___Nancy Saddler__. The motion carried.

Approval of the Financial Report and Bill List
Motion _____ Karen Gillihan Second _______ Cindy Harold________
To approve the Financial Report and Pay the Bills. The motion carried.

Director’s Report
George Seamon reported everything was going well and staff are preparing for the end of the year.

OLD BUSINESS

Cover One Book Repair Policy and Agreement.
The proposed Policy has been written and scheduled for approval at the January meeting.

RB Digital Unlimited
Dave Fischer presented information on the RB Digital Unlimited service and estimated costs for board consideration.

Kanopy
Dave Fischer presented information on the Kanopy service and estimated costs for board consideration.
Rotation Van
Curt Walter of Walter Motor Company feels he can find a gently used cargo van with a trade-in of our current rotation van for a cost of around $17,500.00.

Motion ___ Nancy Saddler ___ Second ___ Karen Gillihan
To approve the purchase of a van for rotation when one come available. Motion carried.

NEW BUSINESS

Mapes and Miller Contract

Motion _____ Karen Gillihan ____ Second ____ Cindy Harold____
To approve the contract with Mapes and Miller for audit services. Motion carried.

Public Performance License
Discussion of a request by the NorthWest Kanas Technical College to provide them with a Movie License to show movies in their student union. No action taken.

Extra Day off for Employees Between Thanksgiving and Christmas.

Motion ___ Cindy Harold ___ Second ___ Nancy Saddler___
To approve one floating Holiday for NWKLS employees between Thanksgiving and Christmas. Motion Carried.

Approval of the Year-end Bills

Motion ___ Nancy Saddler ___ Second ___ Karen Gillihan___
To approve the NWKLS staff to pay Year-end bills that need to be paid. Motion carried.

Approval of Budget Allocations for Employee Raises
This was approved by consensus.

Future Meeting Dates and Times
Future Meeting Dates and Times were presented.

Other

George thanked Victoria Halbleib, Nancy Saddler, and Darla Deeds for their many years of service as members of the Executive Committee.

Adjournment

Motion ___ Victoria Halbleib ___ Second _______ Nancy Saddler _______ The Motion carried.

Time ___4:08 pm___