

SCKLS Executive Committee Minutes
April 16, 2004
Kingman Carnegie Library
9:30 a.m.

Those in attendance were Jane Barnard, Judy Bennett, Tresia Dodson, John Ellert, Reta Graber, Kate Field, Marilyn Hurst, Mike Kelly, Nancy Soldner and Gail Stucky.

Also attending were Paul Hawkins and Ruth Krueger.

Not attending were Patti Brace, Janice Sharp and Christie Snyder.

Tresia Dodson called the meeting to order.

The agenda for the April 16, 2004 meeting and the minutes from the March 19, 2004 meeting were presented. It was pointed out that the next Executive Committee meeting will be Friday, May 21st, not May 14th as listed on the Tentative Agenda.

Motion: Jane Barnard moved and Gail Stucky seconded that the agenda for the April 16, 2004 meeting and the minutes of the March 19, 2004 meeting be accepted as corrected. Motion passed.

Paul Hawkins reported that the annual State Aid check for \$123,747 came last month. The first SCKLS grant-in-aid checks will be mailed out next week. Member libraries stated that they liked the grant-in-aid program definitions and explanation they received with the eligibility form. Every eligible library returned their form prior to the deadline.

Paul Hawkins passed out copies of e-mail questions submitted from the finance committee members regarding the March Financial Report. There is a \$750 limit per librarian for CE Grants, not per library. Librarian includes staff.

Motion: John Ellert moved and Nancy Soldner seconded that the March SCKLS financial report be accepted as presented. Motion passed.

Tresia Dodson introduced Linda Slack, director of the Kingman Carnegie Library.

In his Executive Committee report, Paul stated that he and Larry Papenfuss have submitted a Kan-Ed grant to develop a teaching curriculum, create a web site and fund a national speaker on Internet Safety and Filtering. The curriculum would be used for K-12 school libraries and public libraries. The grant will be used to teach privacy and safety on the internet and Larry and Paul will work with ESSDACK to create the curriculum. They have already identified a national speaker.

The ILDP grant for book discussion titles has been submitted. Julie Tomlianovich and Paul are working on a funding source for a family literacy program. The Smart Start Kansas program might be a source for future funding.

Paul referred to the Kansas Library Law Revisions PowerPoint presentation mailed to committee members. He suggested that it be made available to each system library and posted on the web site. Paul would invite Roger Carswell, who coordinated the proposal, to speak to the membership this fall. The proposal will be distributed and made available for public comment from SCKLS members. The KLA Legislative Committee will include the proposal on its 2006 legislative agenda. Right now the proposal is a library issue and not a issue being considered by the state legislature.

Paul reported that the Internet Filtering Act was approved in the Kansas House and is currently in the Federal and State Affairs committee in the Kansas Senate. There probably will be no action taken this session.

Paul and Nancy Malone met informally with academic librarians who participate in the Associated Colleges of Central Kansas consortium. Paul stated that SCKLS is unique in that it has academic member libraries outside of its geographical boundaries. Kansas Wesleyan in Salina, Tabor in Hillsboro and Barclay College in Haviland are academic library members outside of the SCKLS service area. Bethany, Bethel, Kansas Wesleyan, McPherson, Sterling and Tabor colleges are members of the Association Colleges of Central Kansas and also members of SCKLS. The group discussed services to academic member libraries and ways to improve service that SCKLS provides them. Nancy Malone was designated as the contact person for SCKLS academic librarians.

Old Business:

Michelle Swain from Arkansas City Public Library will be the SCKLS representative for the Kansas delegation to the American Library Association Library Legislative Day in Washington, D.C. on May 3rd and 4th.

New Business:

Paul Hawkins discussed the Staff Reorganization for Administrative Support (Bookkeeper) and for Member Library and Staff Support (Graphic Arts) Positions. The bookkeeper position is currently filled through Manpower Temporary Services. Paul would like to create an Administrative Support position to do the bookkeeping, all Human Resource activities and manage supplies. He will be developing job descriptions for the two positions. Paul would like to interview and hire by the July Executive Committee meeting.

The Graphic Arts position was ranked as least important to member libraries in the system study survey. There is a need for technical support and troubleshooting. The new Member Library and Staff Support position would continue to prepare the SCKLS annual directory, mailings and workshop announcements. Paul recommended changing the Graphic Arts position into a Member Library and Staff Support position. Annette, Larry, Sharon and Paul would train the new person. The new position would be established in 2005 or sooner if needed.

Tresia Dodson pointed out the organizational chart of SCKLS staff.

Kate Field suggested that SCKLS consider employing someone to be in charge of collections and ordering new books for the Rotating Books. Most larger libraries have such a position filled.

Paul referred to the Staff Confidentiality and Communications Policy that was mailed out. He advises that member libraries have such a policy, but SCKLS does not have a policy. The policy is to establish guidelines and boundaries and what to do when the staff is asked questions that should be answered by management. The policy would also describe appropriate usage of the internet and e-mail. Paul said that he wanted to show the policy to the Executive Committee before he discussed it with staff. The policy will be a stand alone policy for now, not included in the employee handbook, which SCKLS and HPL share.

Paul presented the 2005 Draft Annual Plan and Tentative Budget. Reta Graber questioned that on page 22 it states that "The System Executive Committee shall serve as the budget committee..." Why was a Budget Committee of 5 established? Tresia replied that a smaller committee was established to work on the budget and that the budget review process included the Executive Committee and System Board. Paul went through the Annual Plan and Tentative Budget page by page. Tresia directed that wording on pages 3 and 4 be added.

The bookkeeper will relocate to the basement next week and then all SCKLS employees will be located together. The budget on page 24 shows a 3% increase over last year. After approval, the bottom line of the budget cannot be changed, but the individual lines may be changed. After going through the Plan, Paul asked for any suggestions or recommendations on how to present it at the Semi-Annual meeting.

Motion: Judy Bennett moved and John Ellert seconded that the 2005 Draft Annual Plan and Tentative Budget be approved as changed. Motion passed.

Due to a conflict of activities for the June 18th meeting, the Executive Committee will meet Monday, June 21st at Little River.

Tresia Dodson and Paul Hawkins will present the 2005 Annual Plan and Tentative Budget to the State Library Advisory Commission in Topeka on June 18th.

Tresia Dodson announced that this will be Mike Kelly's last Executive Committee meeting. He has accepted a new position at the Center for Southwest Research in Albuquerque, New Mexico. Tresia thanked Mike for all his service. Mike thanked the committee for having risen to the occasion and that it is a good committee to come together and grow.

Motion: Marilyn Hurst moved and John Ellert seconded that the meeting be adjourned at 11:30. Motion carried.

Respectfully submitted,