

SCKLS Executive Committee Minutes
December 19, 2003
Spiritual Life Center, Wichita
9:30 a.m.

Those in attendance were Jane Barnard, Judy Bennett, Patti Brace, Tresia Dodson, John Ellert, Martha Fee, Kate Field, Mike Kelly, Janice Sharp, Christie Snyder, Nancy Soldner and Gail Niles Stucky.

Also attending were Leroy Gattin, Paul Hawkins, Reta Graber, Ruth Krueger and Cynthia Berner-Harris from Wichita Public Library.

Not attending was Marilyn Hurst.

Leroy Gattin presented the Amendment to the 2004 Budget. He pointed out that \$110,000 was added to salaries and \$10,000 was added to contingency funds, not contractual services as listed on the print-out. Being that there were no comments regarding the budget, Tresia Dodson called the SCKLS Executive Committee Meeting to order at 9:35 a.m.

The minutes from the November 21, 2003 meeting were presented.

Motion: Janice Sharp moved and John Ellert seconded that the minutes of the November 21, 2003 meeting be accepted as presented. Motion passed.

Paul Hawkins passed out copies of e-mail questions submitted from the finance committee members regarding the November Financial Report. He answered questions about the Kan-Ed grant that was received. Paul also pointed out that a new format was used for the Expenditure Ledger Report. It was well received.

Motion: Nancy Soldner moved and Mike Kelly seconded that the November SCKLS financial report be accepted as presented. Motion passed.

Leroy Gattin passed out a Library Funding Task Force Report. If Sedgwick receives funds through this means, there will be a large financial change and a drop in the tax base for SCKLS. Leroy said that he is not speaking for or against the funding, just passing on the information. If passed, it would probably not be put into practice until 2006.

Leroy reported that Kan Guard, the state filtering system, is up and operating. The state developed the system; however the regions need to implement it.

Leroy reported that this is Martha Fee's last board meeting. Her replacement, Reta Graber, will start in January. Tresia Dodson thanked Martha for all her help while on the board.

Old Business:

Tresia Dodson stated that the bookkeeping position was not to be filled full time even though money was being transferred through the Amendment to the 2004 Budget to salaries to cover the bookkeeper's salary in 2004. The position is to continue being filled by temporary employment services.

Motion: Janice Sharp moved and Mike Kelly seconded that the Amendment to the 2004 Budget be accepted, noting that \$10,000 was to be transferred to the Contingency Fund, not Contractual Services. Motion passed.

The rental contract with Hutchinson Public Library was presented. The HPL board has already approved the contract. Liability coverage is \$1,000,000. There is also contents coverage, but the amount is not available today. Starting January, there will be separate insurance policies for both SCKLS and for HPL.

Motion: John Ellert moved and Mike Kelly seconded that the rental contract with Hutchinson Public Library be approved. Motion passed.

Paul Hawkins presented the Letter of Engagement with Swindoll, Janzen, Hawk and Loyd to do the Audit and Budget Services for SCKLS for years ending 2003, 2004 and 2005.

Motion: Nancy Soldner moved and Martha Fee seconded that the Letter of Engagement with Swindoll, Janzen, Hawk and Loyd be accepted as presented. Motion passed.

New Business:

Tresia Dodson asked the committee members their opinions regarding the rotation of locations to have the monthly SCKLS Executive Committee Meetings. Nancy Malone has a list of facilities in which to meet. The January meeting will be held at the Hutchinson Public Library and will be a joint meeting with the HPL board.

Tresia wants to establish a budget committee to prepare the 2005 budget. Volunteers were John Ellert, Mike Kelly and Patti Brace. Tresia will be the fourth member of the committee.

Leroy Gattin reported that there is \$70,000 in Aid to Local Units that needs to be spent in 2004. A decision how to spend it needs to be made in January or February.

Leroy Gattin read his letter of resignation to the committee, effective January 16th. Tresia Dodson thanked him for all the time he has spent on the board.

Motion: Nancy Soldner moved and Martha Fee seconded that Leroy Gattin's resignation be accepted in an expression of appreciation and wish him well with his HPL projects. Motion passed.

Judy Bennett reported that the three year step formula program will retire in 2003. Tresia Dodson recommended that it be extended two more years. It is funded at the current level. This needs to be the top item for the new director.

Motion: Janice Sharp moved and Mike Kelly seconded that the step formula program be extended for two years, through 2005. It is to extend the way to calculate the grants, not to extend the grandfather clause. Motion passed.

Andale District Library has requested membership in the system. Paul Hawkins explained the library governance and taxation to the committee. The library is already in the 2004 budget.

Motion: Jane Barnard moved and Nancy Soldner seconded that Andale District Library be accepted as a member. Motion passed.

It was requested that the January meeting be postponed one week, from January 16th to January 23rd, in order that a more complete financial report be prepared. Tresia Dodson requested that the meeting not change and present a list of all encumbered items at the board meeting. It was noted that the HPL library will not have reopened by January 16th and that the later meeting date would give even the Director Search Committee a chance to prepare a report for the committee.

Motion: Jane Barnard moved and Judy Bennett seconded that the January SCKLS Executive Committee Meeting be held January 23rd at 9:30 a.m. in Hutchinson. Motion passed.

Motion: John Ellert moved and Mike Kelly seconded that the committee move into executive session for 30 minutes, until 11:00 a.m., to discuss the 2004 staff salaries. Motion passed.

Back in open session at 11:05 a.m., after a five minute break.

Motion: John Ellert moved and Janice Sharp seconded that the 2004 salaries as changed be approved. Motion passed.

Motion: Kate Field moved and John Ellert seconded that the meeting be adjourned. Motion carried.

Respectfully submitted,