

December 17, 2004  
SCKLS Executive Committee Minutes  
Lincoln Library, Medicine Lodge  
9:30 a.m.

Committee members attending were Tresia Dodson, Gail Stucky, Judy Bennett, Nancy Soldner, Reta Graber, Janet Brown, Patti Brace, Marilyn Hurst, Christie Snyder, Janice Sharp, Kate Field, and Deb Simpson. Not in attendance was Jane Barnard. Also attending were Paul Hawkins and Mia Wilson.

President Tresia Dodson called the meeting to order. Paul introduced Rosalee Armstrong, the Librarian Director at Lincoln Library for the past 27 years.

The agenda for the December 17, 2004 meeting and the minutes of the November 19, 2004 regular meeting and December 3, 2004 special meeting were presented.

Motion: Janet Brown moved to approve the current agenda and the minutes of the November and December meetings. Marilyn Hurst seconded, and the motion carried.

Financial report: Paul gave details on certain expenditures from the report of Expenses by Vendor Detail.

Motion: Patti Brace moved to accept the financial report, Kate Field seconded, and the motion carried.

Director's report: The state of Kansas is an "employment at will" state. Only the courts can determine if an employee has been terminated wrongfully. This information was requested for the revision of the SCKLS employee policy manual.

Old business: The adoption of the SCKLS Policy Manual was presented by Tresia. After the next meeting on January 21, 2005, the policy manual committee will begin meeting to make suggestions and evaluations for any revised policies to the executive committee. The policy manual committee will be Tresia Dodson, Judy Bennett, Janet Brown, Jane Barnard and Janice Sharp.

Motion: Janet Brown moved to adopt the new SCKLS policy manual, Christie Snyder seconded, and the motion carried.

New business: The authorization of Resolution 2004-03 for Internal Revenue Code #125 "Cafeteria" Fringe Benefit Plan was presented by Paul.

Motion: Judy Bennett moved to adopt Resolution 2004-03 for the IRC #125 "Cafeteria" Fringe Benefit Plan. Janice Sharp seconded, and the motion carried.

At the auditor's request, the executive committee's approval was needed to establish the Kan-ed Grant Fund.

Motion: Janice Sharp moved to authorize the Kan-ed Grant Fund, Marilyn Hurst seconded, and the motion carried.

A recommendation to reallocate the 2005 Technology Grant Funds was presented.

Motion: Deb Simpson moved to accept the reallocation of funds to increase the General Technology Matching Grants by \$5,000 and the Automation Matching Grants by \$5000 and eliminate the Special Matching Grant category in 2005. Janet Brown seconded, and the motion carried.

The recommendation for authorization of the Capital Improvement Plan for 2005-2009 was presented.

Motion: Judy Bennett moved to accept the Capital Improvement Plan, Christie Snyder seconded, and the motion carried.

The recommendation for authorization of the 2004 General Fund transfer to the Capital Improvement Fund was presented.

Motion: Patti Brace moved to authorize the transfer of \$150,000 from the 2004 General Fund to the Capital Improvement Fund, Gail Stucky seconded, and the motion carried.

Resolution 2004-04, entitled A Resolution of the Governing Body of the South Central Kansas Library System Determining the Advisability of Financing the Acquisition and Remodeling of an Office Facility by the Execution and Delivery of an Option to Purchase, was presented.

Janice Sharp moved that Resolution 2004-04 be adopted; the motion was seconded by Janet Brown; the motion carried. The resolution was signed by the Chair and attested by the Secretary/Treasurer. The publication notice will be printed twice in the Wichita Eagle as required by state statute.

The recommendation for authorization for 2004 year-end recommended expenditures was presented. These expenditures include the purchase of two new vehicles to replace two existing vehicles, and for network infrastructure, phone system, and phone wiring for the new facility.

Motion: Marilyn Hurst moved to accept the proposed year end expenditures, Kate Field seconded, and the motion carried.

Paul requested authorization to negotiate the Talking Books program free rent of space in exchange for shelving agreement with the Hutchinson Public Library. The Talking Books program will remain in the current location until September 30, 2005 when the State Library contract year ends. SCKLS will still administer the program until September 30, 2005.

Motion: Janice Sharp moved to authorize the director to negotiate a Talking Books free rent of space in exchange for shelving agreement with Hutchinson Public Library, Gail Stucky seconded, and the motion carried.

Marilyn Hurst moved to adjourn to executive session to not exceed ten minutes to discuss personnel. Janice Sharp seconded and the motion carried. The executive session began at 10:52 a.m. The open meeting resumed at 11:00 a.m.

Judy Bennett moved that in recognition of his outstanding work that the director's salary for 2005 be increased by 3% beginning January 1, 2005, the motion was seconded by Patti Brace and the motion carried.

An official announcement will be made by Paul to all SCKLS members about the new SCKLS office site at 321 North Main in South Hutchinson.

Motion: Kate Field moved to adjourn meeting, Janice Sharp seconded, and the motion carried.