

December 19, 2008
SCKLS Executive Committee Minutes
SCKLS, 321A North Main Street, South Hutchinson
9:30 a.m.

Committee members attending were Barbara Lilyhorn Janice Sharp, Janet Brown, Deb Simpson, Martha Fee, Jean Volk, Margaret Wiebe, Patti Brace, Judy Bennett, Marilyn Hurst, Merle Bender, Susan Woodard and Gail Stucky. Also attending were Paul Hawkins and Mia Wilson.

Chair Barbara Lilyhorn called the meeting to order.

Recognition of retiring Members Patti Brace, Marilyn Hurst and Janet Dagenais Brown was presented by Barbara Lilyhorn.

The agenda for the December 19, 2008 meeting and the minutes the November 2008 meeting were presented.

Motion: Janice Sharp moved to approve the current agenda and minutes of the November meeting. Susan Woodard seconded and the motion carried.

Financial report: Paul Hawkins gave details on selected expenditures from the report of Expenses by Vendor Detail for November.

Motion: Jean Volk moved to approve the November financial reports. Martha Fee seconded and the motion carried.

Director's Report: Paul Hawkins presented the communication SCKLS 2009 Challenges and Opportunities. SCKLS and its Executive Committee want to assure member libraries of continued commitment and support for all SCKLS budgeted grant programs during 2009.

Old Business: None.

New Business:

Election of Chair, Vice-chair and Secretary/Treasurer was presented by Barbara Lilyhorn.

Motion: Janice Sharp moved to re-elect Barabara Lilyhorn as Chair, Judy Bennett as Vice-chair and Jean Volk as Secretary/Treasurer. Martha Fee seconded and the motion carried.

Approval of Chair's One-year Appointment of Jane Lee, Partridge Public Library as Gateway Level Public Library Representative was presented by Barbara Lilyhorn.

Motion: Martha Fee moved for the One-year Appointment of Jane Lee, Partridge Public Library as Gateway Level Public Library Representative. Merle Bender seconded and the motion carried.

Authorization of 2008 Capital Improvement Transfer and Authorization of 2009-2013 Capital Improvement Plan was presented by Paul Hawkins. The presentation included a written memo and plan.

Motion: Merle Bender approved of the 2008 Capital Improvement Transfer of \$59,000.00, \$25,000.00 for a vehicle replacement for 2008 and the Authorization of the 2009-2013 Capital Improvement Plan. Janice Sharp seconded and the motion carried.

Adoption of Resolution 2008-04 regarding SCKLS Employee Benefit Flexible Spending Account was presented by Paul Hawkins. A written memo was included in the presentation.

Motion: Judy Bennett approved the adoption of Resolution 2008-04 regarding SCKLS Employee Benefit Flexible Spending Account. Jean Volk seconded and the motion carried.

Authorization of Library Source furnishings quote and purchases for Facility Remodeling was presented by Paul Hawkins.

Motion: Janice Sharp approved the authorization of Library Source furnishings quote and purchase for Facility Remodeling of \$36,000 to be encumbered for 2008. Martha Fee seconded and the motion carried.

Motion: Gail Stucky moved the recess into executive session to discuss employment issues and to protect employee privacy, and that the session begin at 10:15 a.m. and reconvene in open meeting at 10:30 a.m. Janice Sharp seconded and the motion carried.

The open meeting reconvened at 10:30 a.m.

Motion: Gail Stucky moved the recess for an additional period into executive session to discuss employment issues and to protect employee privacy, and that the session begin at 10:35 a.m. and reconvene in open meeting at 10:40 a.m. Janice Sharp seconded and the motion carried.

Recommendations for SCKLS 2009 Staffing was presented by Paul Hawkins. Written recommendations were included with the presentation.

Motion: Janice Sharp approved recommendations for 2009 Staffing. Jean Volk seconded and the motion carried.

Motion: Gail Stucky moved the recess into executive session to discuss the director's evaluation and to protect employee privacy, and that the session begin at 10:45 a.m. and reconvene in open meeting at 10:55 a.m. Jean Volk seconded and the motion carried.

The open meeting reconvened at 11:00 a.m.

Authorization of 2008 Director's Salary was presented by Barbara Lilyhorn.

Motion: Patti Brace approved the authorization of the 2009 Director's salary increase of 4%. Janice Sharp seconded and the motion carried.

Authorization for One-time additional Paid Holiday for SCKLS Staff on Friday, December 26 and to Close SCKLS on Friday, December 26 was presented by Barbara Lilyhorn.

Motion: Judy Bennett approved the authorization for One-time additional paid holiday for SCKLS Staff on Friday, December 26 and to close SCKLS on Friday, December 26. Deb Simpson seconded and the motion carried.

Motion: Patti Brace moved to adjourn the meeting. Janice Sharp seconded and the motion carried.

Mia Wilson
Recorder