

August 12, 2011

SCKLS Executive Committee Minutes

South Central Education Service Center, 13939 Diagonal Road, Clearwater, KS

9:30 a.m.

Committee members attending were Barbara Lilyhorn, Janice Sharp, Deb Simpson, Steve Read, Susan Woodard, Martha Fee, Nan Myers and Beth Evans. Also attending was Paul Hawkins. Not in attendance were Jane Lee, Margaret Wiebe, Merle Bender, Gail Stucky and Jean Volk.

Chair Barbara Lilyhorn called the meeting to order at 9:30 am.

The agenda for the August 12, 2011 meeting and the minutes of the June meeting were presented.

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

Financial report: Paul Hawkins gave details on the Expenses by Vendor Detail report for June and July.

Motion: Martha Fee moved to accept the financial reports from June and July. Beth Evans seconded and the motion carried.

Director's report: A written report was provided. Hawkins also noted that Margaret Wiebe, Director of the Mary Miller Library, Hesston College, had indicated that she did not plan to run for a second term representing Two and Four Year Colleges. Hawkins said that in accordance with the SCKLS Bylaws he was soliciting nominations for the position which will be filled by election at the October 24 Semi-annual Business Meeting.

Old business: None.

New business:

Authorization of Resolution 2011-03 regarding the 2012 Budget was presented by Paul Hawkins.

Motion: Steve Read moved to approve the Resolution 2011-03. Martha Fee seconded and the motion carried.

The Public Hearing on 2012 SCKLS Final Budget was presented by Barbara Lilyhorn.

Approval of the 2012 SCKLS Final Budget was presented by Barbara Lilyhorn.

Motion: Martha Fee moved to approve the 2012 SCKLS Final Budget. Deb Simpson seconded and the motion carried.

Authorization for General Fund Transfer to South Central Kansas Library Foundation was presented by Paul Hawkins. A written memo was included with the recommendation.

Motion: Susan Woodard moved to have the Director prepare an Administrative Policy that allows General Fund transfers of up to \$2,500 per transfer as needed to the South Central Kansas Library Foundation without prior Executive Committee authorization. Janice Sharp seconded and the motion carried.

The Director will present the new Administrative Policy at the September Executive Committee. The policy will include a provision that the Director should make note of any such General Fund transfers to the South Central Kansas Library Foundation as part of the Director's review of financial statements that occur as part of the monthly Executive Committee meeting.

Motion: Deb Simpson moved to authorize the transfer of \$1,265.00 from the Technology Line Item of the SCKLS General Fund to the South Central Library Foundation as well as the transfer of \$319.74 from the Miscellaneous Income Line Item of the SCKLS General Fund to the South Central Kansas Library Foundation. Martha Fee seconded and the motion carried.

Authorization of Staffing Recommendation was presented by Paul Hawkins. A written memo was included with the recommendation.

Motion: Susan Woodard moved to authorize the "Staffing Recommendation as presented in the Director's August 5, 2011 Staffing Recommendation Memo." Beth Evans seconded and the motion carried.

Report on Change to Annual Summer Reading Program was presented by Paul Hawkins. The Executive Committee directed a record be kept in 2012 of the number of hours spent preparing Summer Reading Program materials for distribution.

Report on Contracted Services from Certified School Library Media Specialist Consultant/Presenter was presented by Paul Hawkins.

Update on 2011-2012 Statewide Databases, E-Books and Audiobooks was presented by Paul Hawkins. Written documents were included with the update.

Information about State Library Meetings in SCKLS was presented by Paul Hawkins. A written memo was included as part of the information.

The meeting was adjourned at 11:15 a.m.

Paul Hawkins  
Recorder