

December 16, 2011

SCKLS Executive Committee Minutes

South Central Kansas Library System Facility, 321 N Main, South Hutchinson, KS

9:30 a.m.

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

Chair Barbara Lilyhorn called the meeting to order at 9:35 am.

The agenda for the December 16, 2011 meeting and the minutes of the November meeting were presented.

Motion: Jane Lee moved to approve the current agenda and the November minutes. Deb Simpson seconded and the motion carried.

Financial report: Paul Hawkins gave details on the General Operating Fund Expenditures report and Expenses by Vendor Detail report for November.

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

Director's report: A written report was presented to the committee and no other items were added or discussed.

Old business: None.

New business:

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

Motion: Beth Evans moved to elect Barbara Lilyhorn as Chair, Gail Niles Stucky as Vice-chair and Jean Volk as Secretary Treasurer. Deb Simpson seconded and the motion carried.

Authorization of the 2011 Capital Improvement Transfer and Authorization of 2012-2016 Capital Improvement Plan which included a written memo and plan was presented by Paul Hawkins.

Motion: Deb Simpson moved to transfer \$150,000 from the General Fund to the Capital Improvement Fund and to authorize the 2012-2016 Capital Improvement Plan. Martha Fee seconded and the motion carried.

Update on State Library Audiobook and E-Book Services were presented by Paul Hawkins. SCKLS has requested a copy of any contract with Recorded Books the vendor for the One-Click Digital Audiobooks Service, but the State Library does not have a written contract with the vendor at this time. SCKLS provided training in December at South Hutchinson and Derby for One-Click Digital.

Report on 2012 Staffing Recommendations was presented by Paul Hawkins. Recommendations were covered in a written memo. A formal assessment of youth services will be conducted in 2012 with a survey to meet the existing and future needs of public and school library members.

Executive Session for Director's Evaluation

Motion: Martha Fee moved the Executive Committee to recess into executive session to discuss the Director's evaluation and to protect employee privacy, and that the session begin at 10:50 a.m. and reconvene in open meeting at 11:00 a.m. Deb seconded and the motion carried.

Motion: Susan Woodard moved to reconvene in open meeting at 11:05 a.m. with no binding action. Gail Niles Stucky seconded and the motion carried.

Authorization of 2012 Director's Salary was presented by Barbara Lilyhorn.

Motion: Jane Lee moved to authorize the Director's salary with a 3% merit increase for 2012. Deb Simpson seconded and the motion carried.

Meeting adjourned at 11:08 a.m.

Mia Wilson
Recorder