

January 18, 2013

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, Janice Sharp, Nan Myers, Gail Stucky, Susan Woodard, Martha Fee, Steve Read, Robert Kelly, Jane Lee, Katherine Menon and Patti Brace. Also attending were Paul Hawkins, Mia Wilson, Tom Taylor and Larry Papenfuss. Not in attendance were Kristin Sen and Jean Volk.

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

Introduction of two new committee members Katherine Menon, Major Resource Center Representative and Patti Brace, Linking Representative were presented by Barbara Lilyhorn.

The agenda for the January 18, 2013 meeting and the minutes of the December meeting were presented.

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

Financial report: Paul Hawkins gave information on the Receipts and Expenditures Report and the Expenses by Vendor Detail report for December.

Motion: Robert Kelly moved to accept the financial reports from December. Susan Woodard seconded and the motion carried.

Director's report: A written report was provided. The Governor's budget includes funding for statewide databases, but the state library budget will be reduced by 10% for fiscal year 2013-14.

Old business: None.

New business:

Continuing Education Report was presented by Tom Taylor, Member Services Coordinator. As a result of more Continuing Education events and more events offsite there was an increase in attendance from 2011 to 2012. A list of Continuing Education workshops for 2013 was presented to the committee. For 2013 there will be some new technology trainings, more webinars and continued E-reader trainings. Minor changes have been made to Programming grants to encourage their continued use by member libraries.

Technology Report was presented by Larry Papenfuss, Director of Information Technology. Papenfuss gave an overview of the technology staff and their specialties. Automation and troubleshooting are the most time consuming for the technology staff. The South Central Kansas Library Automation Network (SCKAN) has 24 participating member libraries. Group and custom technology training is available for SCKLS member libraries.

Break

A memo which outlined the 2014 Annual Plan and Tentative Budget process was presented by Paul Hawkins. More detailed information will be presented at February's meeting.

Report on Employment Authority and Duties of the Director was presented by Paul Hawkins. Background information, authority documentation, policies, a list of surveys, insurance information and an organizational chart were included in the report.

Report on Director Organizational Effectiveness Survey was presented by Paul Hawkins. The survey will be completed by staff in November 2013 and shared with the Director and Executive Committee.

Report and Approval of Internet Postings and No Smoking Policies were presented by Paul Hawkins.

Motion: Martha Fee moved to approve Internet Postings and No Smoking Policies. Nan Myers seconded and the motion carried.

Report of State Standards Service Population Name Changes was presented by Paul Hawkins.

Report on Expiring Terms of Executive Committee Members was presented by Paul Hawkins. Seven Executive Committee Member's terms will be ending this year of December.

Meeting adjourned at 11:35 a.m.

The Annual Executive Committee and Staff Luncheon followed.

The next regular meeting will be held Friday, February 15 at 9:30 a.m. at the Goodman Memorial School/Public Library.

Mia Wilson
Recorder