

December 20, 2013

SCKLS Executive Committee Minutes

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

9:35 a.m.

Committee members attending were Barbara Lilyhorn, Jean Volk, Katherine Menon, Patti Brace, Gail Niles Stucky, Susan Woodard, Martha Fee, Kristin Sen, Robert Kelly, Nan Myers, and Jane Lee. Also attending were Paul Hawkins, Mia Wilson and Stefanie Gostautas. Not in attendance were Steve Read and Janice Sharp.

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

The agenda for the December 20, 2013 meeting and the minutes of the October meeting were presented.

Motion: Patti Brace moved to approve the current agenda and the October minutes. Susan Woodard seconded and the motion carried.

Introduction of Stefanie Gostautas, new Technology Services Coordinator was presented by Paul Hawkins.

Recognition of retiring Executive Committee members Marty Fee and Janice Sharp was presented by Barbara Lilyhorn.

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

Motion: Robert Kelly moved to accept the financial reports from October and November. Martha Fee seconded and the motion carried.

Director's report: A written report was included in the packet to the committee. Awards for the General Technology Grants and E-Books Matching Grants for member libraries were presented to the Executive Committee. "The Influence Game" by Stephanie Vance, books is available to the committee. Julie Tomlianovich's retirement is December 26, 2013. The Director indicated that Julie Tomlianovich, who is retiring as Youth Services Consultant, had changed her mind about purchasing a surplus computer from SCKLS and that she had also declined a retirement reception.

New business:

Election of Chair, Vice-chair and Secretary Treasurer were presented by Barbara Lilyhorn. A written memo was provided.

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

Appointment of Jeff Roberson to fill unexpired term for Major Service Center II Public Library was presented by Barbara Lilyhorn. A written memo was provided.

Motion: Martha Fee moved to approve the appointment of Jeff Roberson to fill the unexpired term for Major Service Center II Public Library Representative until December 31, 2016. Gail Stucky seconded and the motion carried. Robert Kelly abstained.

Approval of 2014 SCKLS Executive Committee Schedule was presented by Paul Hawkins. A written schedule was provided.

Motion: Jane Lee moved to approve the 2014 Executive Committee Schedule. Jean Volk seconded and the motion carried.

Approval of Roxbury Lions Club request for Rotating Collections Services was presented by Paul Hawkins. A written memo was included as part of the presentation.

Motion: Martha Fee moved to approve the Rotating Collections Services to the Roxbury Lions Club. Patti Brace seconded and the motion carried.

Report on Tentative 2014 Continuing Education Program was presented by Paul Hawkins. A tentative schedule was included in the packet.

Update on SCKLS staffing was presented by Paul Hawkins. Staffing the Temporary Rotating Collections Specialist Assistant position, due to maternity leave, is the priority from March to May 2014. SCKLS will also be needing a temporary Rotating Collections Can Driver for late March through early April so that the current driver can take extended leave for personal travel. Technology Consultant position will remain open and Larry Papenfuss will be the contact person. At next month's meeting, the Director will announce the appointment of a library intern who will work 8-10 hours a week assisting Sharon Barnes with the Digital Library Initiative. The Member Services Coordinator contact person is Paul Hawkins. Katherine Goodenberger is managing CE Reimbursement Grants. With the retirement of Julie Tomlianovich, Youth Services position will be changing to the Youth and School Consultant and an updated job description will be presented to the Executive Committee in the next three months. The priority service focus for Youth Services will be supporting the 2014 Summer Reading Program.

Authorization of lease for replacement of obsolete phone system was presented by Paul Hawkins. Since July 2013 the phone system has malfunctioned or become inoperative seven times. The yearly estimate for the Universal Service Fund and other fees is \$1,100. A written memo was provided.

Motion: Robert Kelly moved to approve that SCKLS enter into a five-year lease with Cox Communications at an estimated annual cost of \$10,440 plus fees. Susan Woodard seconded and the motion carried.

Authorization of the 2013 Capital Improvement Transfer and Authorization of 2014-2018 Capital Improvement Plan and included an update memo and plan was presented by Paul Hawkins. The draft memo and plan dated December 13, 2013 should no longer be considered.

Motion: Martha Fee moved to approve the Capital Improvement Plan for 2014-2018 and authorize under KSA 12-1258 the transfer from 2013 General Fund to the Capital Improvement Fund of \$240,000. Susan Woodard seconded and the motion carried.

Executive Session for Director's Evaluation

Motion: Jean Volk moved the Executive Committee to recess into executive session to discuss the Director's evaluation and to protect employee privacy, and that the session in which no binding action will be taken, begins at 10:45 a.m. and reconvenes in open meeting at 11:00 a.m. Kristin Sen seconded and the motion carried.

Motion: Jean Volk moved to reconvene in open meeting at 11:00 a.m. with no binding action. Patti Brace seconded and the motion carried.

Authorization of 2014 Director's Salary was presented by Barbara Lilyhorn.

Motion: Susan Woodard moved to authorize the Director's salary with a 3% merit increase for 2014. Kristin Sen seconded and the motion carried.

Meeting adjourned at 11:03 a.m.

Mia Wilson
Recorder