

January 15, 2016

SCKLS Executive Committee Minutes

South Central Kansas Library System, 321 N Main St., South Hutchinson, KS

9:30 a.m.

Committee members attending were Steve Read, Gail Niles Stucky, Susan Woodard, Eldon Younce, Jeff Roberson, Nan Myers, Jane Lee, Patti Brace, Dalene McDonald, Kristin Sen and Katherine Menon. Not attending were Jean Volk and Barbara Lilyhorn. Also attending were Paul Hawkins, Mia Wilson and Jill Stern.

Chair Steve Read called the meeting to order at 9:30 a.m.

The agenda for the January 15, 2016 meeting and the minutes from the December 18, 2015 meeting were presented.

Motion: Eldon Younce moved to approve the January agenda and December 2015 minutes. Dalene McDonald seconded and the motion carried.

Financial Report: Paul Hawkins reviewed the year-end December 2015 Financial Statements. Hawkins explained the General Operating Fund Expenditures, Employee Benefits Fund, Kansas State Aid Fund and Expenses by Vendor Detail reports. Hawkins noted and offered details about line item variances in the funds.

Motion: Jeff Roberson moved to accept the financial reports for December 2015. Kristin Sen seconded and the motion carried.

Director's report was presented by Paul Hawkins. Paul gave an update on the Rotating Collection with the first delivery on Wednesday, January 20, 2016. A monitor and tracking system for boxes being delivered will be provided to SCKLS by Henry Industries.

Old business: None.

New business:

Annual Continuing Education report was presented by Jill Stern, Continuing Education Specialist. There were 4 online events. SCKLS plans on expanding that feature for 2016. There was an increase in attendance of school librarians. The reports also displayed CE participation trends and CE grant funding distribution. A tentative list of events for 2016 was included.

Paul Hawkins presented and recommended the adoption of a motion detailed in the "Acknowledgement and Authorization of Financial Accounts" memo to the Executive Committee. The motion recognizes the continuance of accounts and/or deposits at designated financial institutions for SCKLS and SCKLF.

Motion: Dalene McDonald moved to accept the "Acknowledgement and Authorization of Financial Accounts" memo. Jane Lee seconded and the motion carried.

South Central Kansas Library Foundation Report was presented by Paul Hawkins. A written report was provided to include the history, programs, administration and use of the Foundation.

A Report of the Terms Expiring December 31, 2016 for Executive Committee was presented by Paul Hawkins. A correction was noted regarding that the Service Center II term expires at the end of 2017 and not 2016.

Information about Executive Committee Roles and Responsibilities was presented by Paul Hawkins. Discussion took place.

Executive Session for Employment Matters was presented by Paul Hawkins.

Motion: Patti Brace moved to recess into executive session to discuss confidential employment matters and to protect employee privacy, and that the executive session begins at 10:40 am and reconvenes in open meeting at or before 10:45 am. Jane Lee seconded and the motion carried.

The meeting reconvened in open session at 10:45 am.

2016 Service Transitions Report was presented by Paul Hawkins. A written report was presented that outlined 28 changes made to improve and better serve member libraries in Administration, Grants, Technology, Youth and School Services and other services including the outsourcing of delivery of the Rotating Collection.

Outline for 2017 Annual Plan and Tentative Budget Process was presented by Paul Hawkins. At the next meeting in February, Paul will present information and discuss in detail for budgetary considerations for 2017.

Meeting adjourned at 11:05 a.m. Following the meeting adjournment an Executive Committee/Staff luncheon was held.

Mia Wilson  
Recorder