

August 12, 2016

SCKLS Executive Committee Minutes

South Central Kansas Education Service Center, 13939 Diagonal Road, Clearwater, KS  
9:00 a.m.

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

Chair Steve Read called the meeting to order at 9:00 a.m.

The agenda for the August 12, 2016 meeting and minutes of the July meeting were presented.

Motion: Dalene McDonald moved to approve the current agenda and the July minutes. Kristin Sen seconded and the motion carried.

Update on 2017 Proposed SCKLS Budget was presented by Paul Hawkins. There will be a second public hearing and a System Board vote at the McPherson Public Library on August 23 for the 2017 budget. A minimum cash forward balance is a new requirement for the budget which could affect mill levy rates and total expenditures.

Chair Steve Read convened the Public Hearing on 2017 Proposed SCKLS Budget. There was no public comment and the hearing was closed.

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

Motion: Jean Volk moved to accept the financial reports from July. Jeff Roberson seconded and the motion carried.

Service Recognition: Computer Workstation Management Software Transition was presented by Paul Hawkins. A handout was presented to the Executive Committee. Fifty-four participating libraries have been using Smart Shield for security maintenance but SCKLS is recommending a transition to Deep Freeze because of its stability and features and the sale of the Smart Shield Company. An information and training webinar will be required of member libraries that are participants in the Smart Shield group. Additional information sessions at 1 - 3 member libraries may also be scheduled in the next 60 days.

Director's report: A written report was provided. Discussion took place of Executive Committee members' terms, Family Medical Leave Act, Topic and Trends and the William Allen White Awards event with an SCKLS separate lunch and complimentary books for SCKLS attendees.

Old business: None.

New business:

Chair Steve Read requested that Director Paul Hawkins look into purchasing a vehicle to replace the current vehicle, he is now driving, for safety reasons. A replacement vehicle will be considered in the near future.

Discussion of Flexible Work Schedule Options for Staff was presented by Paul Hawkins. A written memo was included. Discussion took place of adequate sick leave, extended lunch hour and core work hour schedule. Paul will be present revised policies to the Executive Committee at the September meeting.

The meeting was adjourned at 10:15 a.m.

Next meeting is at 9:30 am Friday, September 16, at the South Central Kansas Library System in South Hutchinson.

Mia Wilson, Recorder