

**December 15, 2017**

**SCKLS Executive Committee Minutes**

**South Central Kansas Library System Facility, 321 N Main, South Hutchinson, KS  
9:30 a.m.**

Committee members attending were Steve Read, Gail Niles Stucky, Susan Woodard, Eldon Younce, Kristin Sen, Barbara Lilyhorn, Jean Thiessen, Marjorie Snyder, Kathy Downes, Katherine Menon and Jane Lee. Not attending were Gail Becker and Jeff Roberson. Also attending were Paul Hawkins and Mia Wilson.

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

The agenda for the December 15, 2017 meeting and the minutes of the November 2017 meeting were presented.

Motion: Eldon Younce moved to approve the current agenda and the November minutes. Kathy Downes seconded and the motion carried.

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

Motion: Barbara Lilyhorn moved to accept the financial report from November. Susan Woodard seconded and the motion carried.

Director's report: A written report was included in the packet to the committee. A Makerspace kit was on display.

New business:

Recognition of Outgoing Member Jan Lee, Partridge Public Library was presented by Steve Read.

Annual Election of Chair, Vice-chair and Secretary/Treasurer was presented by Steve Read. In addition to a printed ballot, nominations were accepted from the floor but there were none. Steve Read as Chair, Gail Niles Stucky as Vice-chair and Susan Woodard as Secretary Treasurer were re-elected for 2018. It was officially noted that officers and members of the Executive Committee also serve as officers and directors of the South Central Kansas Library Foundation.

Approval of General Fund Line Item Revisions for 2018 Budget presented by Paul Hawkins. Adjustments for utilities, insurance, printing and vehicle were made. In addition, the anticipation of reduced income from State Aid required the adjustment of line items. A written memo was provided.

Motion: Jane Lee moved to approve the General Fund line item revisions for the 2018 Budget. Barbara Lilyhorn seconded and the motion carried.

Authorization of the 2018-2022 Capital Improvement Plan and Transfer presented by Paul Hawkins. A written report and plan were presented.

Motion: Susan Woodard moved to approve a transfer from the General Fund to the Capital Improvement Fund in an amount up to \$75,000 and for the transfer to occur prior

to December 31, 2017 and to approve the Capital Improvement Plan for 2018-2022. Marjorie Snyder seconded and the motion carried.

Executive Session for Employment Matters was presented by Steve Read.

Motion: Susan Woodard moved the Executive Committee to recess into executive session to discuss employment matters and to protect employee privacy, and that the session in which no binding action will be taken, begin at 10:15 a.m. and reconvene in open meeting at 10:20 a.m. Katie Menon seconded and the motion carried.

The open meeting reconvened at 10:20 a.m.

Executive Session for Director's Evaluation was presented by Steve Read.

Motion: Susan Woodard 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, begin at 10:20 a.m. and reconvene in open meeting at 10:40 a.m. Jane Lee seconded and the motion carried.

The open meeting reconvened at 10:40 a.m.

Authorization of 2018 Director's Salary presented by Steve Read. The Executive Committee thanked Hawkins for his work during the past year.

Motion: Susan Woodard moved to authorize the Director's salary with a 4% merit increase for 2018. Gail Stucky seconded and the motion carried.

Meeting adjourned at 10:45 a.m.

Mia Wilson  
Recorder