

February 16, 2018

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, Eldon Younce, Jean Thiessen, Marjorie Snyder, Kathy Downes, Katherine Menon, Gail Becker, Jeff Roberson and Kerri Steffen. Not attending were Susan Woodard, Kristin Sen and Barbara Lilyhorn. Also attending were Paul Hawkins and Mia Wilson.

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

The agenda for the February 16, 2018 meeting and the minutes of the January meeting were presented.

Motion: Eldon Younce moved to approve the current agenda and the January minutes. Katie Menon seconded and the motion carried.

Financial report: Paul Hawkins gave details on the Expenses by Vendor Detail report. An updated Account Listing of codes, names and types was distributed and explained to the Executive Committee.

Motion: Jeff Roberson moved to accept the financial report from January. Marjorie Snyder seconded and the motion carried.

Director's report: A written report was included in the packet to the committee. A copy of the federal budget pages for the Institute for Museums and Libraries Services was distributed and discussed.

Old Business:

Annual Technology Report presented by Paul Hawkins.

New business:

Re-authorization of SCKLS Policy Manual presented by Paul Hawkins. A printed copy of the manual and memo was included in the February Executive Committee packet. The Director explained the process policy update, revision and authorization. The Executive Committee indicated their approval for the current administrative process for updating and authorizing the policy manual.

Motion: Eldon Younce moved to re-authorize the SCKLS Policy Manual dated February 2018. Marjorie Snyder seconded and the motion carried.

Information about Interlibrary Loan and KAR 54-1-8 presented by Paul Hawkins. Discussion took place. A written memo was included.

Information about Kansas School Redesign presented by Paul Hawkins. At the April Semi-annual meeting, selected member libraries will be making presentations on "School Redesign and My Library". These presentations are based on the five outcomes for statewide school redesign established by the Kansas State Department of Education.

Report on SCKLS Services Statements presented by Paul Hawkins. A statement of services and definitions were distributed for each Executive Committee member's library. Announcement of the availability of Service Statements for member libraries will occur in March in conjunction with a new infographic.

Executive Session for Employment Matters presented by Paul Hawkins.

Motion: Katie Menon moved the Executive Committee recess into closed session to discuss the subject of employment matters pursuant to the non-elected personnel matter exception as authorized by KSA 75-4319(b)(1). The executive session will begin at 11:01 am and the open meeting will resume in this meeting room at 11:17 am.

The open meeting resumed in the meeting room at 11:17 am.

Authorization of Administrative Changes for the Technology Projects Specialist and Automation and Technology Coordinator Positions was presented by Paul Hawkins.

Motion: Jean moved to authorize the administrative changes. Kathy Downes seconded and the motion carried.

Meeting adjourned at 11:20 a.m.

Mia Wilson
Recorder