

December 14, 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, Susan Woodard, Eldon Younce, Kristin Sen, Barbara Lilyhorn, Jean Thiessen, Kathy Downes, Katherine Menon, Gail Becker, Kerri Steffen and Jeff Roberson. Also attending were Paul Hawkins and Mia Wilson. Not in attendance was Marjorie Snyder.

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

The agenda for the December 14, 2018 meeting and the minutes of the November 2018 meeting were presented.

Motion: Jeff Roberson moved to approve the current agenda and the November minutes. Susan Woodard seconded and the motion carried.

Financial report: Paul Hawkins gave details on the Expenses by Vendor Detail report and the General Fund Schedule of Receipts and Expenditures report.

Motion: Jeff Roberson moved to accept the financial report from November. Kerri Steffen 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.

Old Business:

Update on Free Basic Library Service and Consideration for SCKLS Member Libraries Policy was presented by Paul Hawkins.

Update on 2019 Capital Improvement and Maintenance Projects was presented by Paul Hawkins. Roof replacement and exterior wall repairs are to be scheduled in 2019 with vendor proposals and recommendations to be submitted to the Executive Committee in January. A HVAC unit was replaced in December. Wall repairs and a ceiling replacement are proposed for the Large Meeting room. A 2014 Ford Escape vehicle will be replaced early in 2019.

New Business:

Executive Committee Members Year in Review. Executive Committee members shared special events at their libraries.

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 2019. 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.

Authorization of 2018 Capital Improvement fund transfer presented by Paul Hawkins.

Motion: Susan Woodard moved to approve a transfer from the General Fund to the Capital Improvement Fund in an amount up to \$150,000 and for the transfer to occur prior to December 31, 2018. Jeff Roberson seconded the motion carried.

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 10:43 a.m. and reconvene in open meeting at 11:00 a.m. Eldon Younce seconded and the motion carried.

The open meeting reconvened at 10:56 a.m.

Authorization of 2019 Director's Salary was 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 2019. Eldon Younce seconded and the motion carried.

Meeting adjourned at 11:00 a.m.

Mia Wilson
Recorder