

SCKLS Executive Committee Minutes
February 20, 2004
Winfield Public Library
9:30 a.m.

Those in attendance were Jane Barnard, Judy Bennett, Tresia Dodson, John Ellert, Reta Graber, Kate Field, Mike Kelly, Janice Sharp, Christie Snyder and Gail Stucky.

Also attending were Paul Hawkins and Ruth Krueger.

Not attending were Patti Brace, Marilyn Hurst and Nancy Soldner .

Tresia Dodson called the meeting to order and welcomed everyone to the Winfield Public Library.

The agenda for the February 20, 2004 meeting and the minutes from the January 23, 2004 meeting were presented.

Motion: Judy Bennett moved and Reta Graber seconded that the agenda for the February 20, 2004 meeting and the minutes of the January 23, 2004 meeting be accepted as presented. Motion passed.

Paul Hawkins passed out copies of e-mail questions submitted from the finance committee members regarding the January Financial Report. He pointed out that worker's comp insurance was adjusted down \$8,000 because originally the SCKLS employees were incorrectly classified.

Paul also reported that the SCKLS graphics copier is no longer being used by HPL or for Tri-Conference, FOKL, etc. It is used only for SCKLS business. Tresia Dodson pointed out that the lease expires in April. A decision will need to be made whether to keep both copiers.

Mike Kelly questioned the reimbursement to Hutchinson Public Library for supplies used by SCKLS and member libraries. SCKLS buys supplies in bulk and sells them to member libraries at cost. HPL also buys supplies in bulk that they use themselves. In January SCKLS bought more supplies from HPL than HPL bought from SCKLS. It was questioned why HPL didn't buy all their supplies from SCKLS.

Motion: Kate Field moved and Christie Snyder seconded that the January SCKLS financial report be accepted as presented. Motion passed.

In Paul Hawkins's Executive Committee Report he pointed out activities that SCKLS is doing, including, but not inclusive, the Annual State Report, Kansas Library Report Card, Legislative Day in Topeka, increasing State Aid to Public Libraries from 5% to 10%, Smart Start Kansas, the Filtering Software and the Kan-Ed Subsidy. He also passed out information regarding upcoming SCKLS seminars and conferences.

Old Business:

Tresia Dodson reported that the two final candidates for the SCKLS director's position were Donna Riegel from New York and Paul Hawkins from Hutchinson. A copy of their resumes will be handed out before we leave today. The Executive Committee was encouraged to attend their interviews on March 2nd and March 3rd and to bring at least one question with them.

New Business:

There was much discussion concerning the SCKLS Grants-in-Aid Program. Seven hundred ten thousand dollars is available in 2004. It was recommended that inactive borrowers should be removed after three years. The date should be April 15th, not April 1st. There should be no extension after the deadline. If the necessary information is not received by the deadline, they will not receive any of the grant. Tresia Dodson directed Paul Hawkins to send out the Document for SCKLS Grants-in-Aid Program with the corrections made.

Paul Hawkins presented the proposal from Hutchinson Public Library to fund SCKLS Acquisitions Position half time. Paul pointed out that the job descriptions are not up to date ever since separating SCKLS and HPL jobs from each other. There was a lengthy discussion regarding employees doing SCKLS work and HPL work and who is their employer. It was pointed out that the Department of Labor will be issuing new exemption guidelines in the near future. It was suggested to add to the monthly financial packet the SCKLS Ordering Report and two more reports. It was later discovered that these reports used to be included in the financial packet and had been removed upon request of the committee members. Paul was instructed to look at the employee job descriptions and give a report. No further action was taken at this time.

Mike Kelly asked when the SCKLS Executive Committee and the HPL Board of Directors would have their joint meeting. It was suggested to wait until the new director was hired.

Motion: Jane Barnard moved and Gail Stucky seconded that the meeting be adjourned at 10:45. Motion carried.

Respectfully submitted,