

March 16, 2006

SCKLS Executive Committee Minutes

South Central Kansas Library System Facility and Offices, South Hutchinson

9:30 a.m.

Committee members attending were Janice Sharp, Janet Brown, Jean Volk, Susan Woodard, Deb Simpson, Merle Bender, Marilyn Hurst, Jane Barnard, and Gail Stucky. Not attending were Judy Bennett, Patti Brace, Pat Conklin and Martha Fee. Also attending was Paul Hawkins.

Chair Janice Sharp called the meeting to order.

The revised agenda for the March 16, 2006 meeting and the minutes of the February 2006 meeting were presented. The agenda was changed to include an item of new business to change the June 16 regular meeting date.

Motion: Merle Bender moved to approve the revised March agenda and the minutes of the February meeting. Jean Volk seconded and the motion carried.

Paul Hawkins introduced Katy Androski, the new SCKLS Library Intern. Katy talked about her background and internship projects.

Financial report: Paul Hawkins noted that the Executive Committee would be receiving an annual statement of substantial interest form to complete for the auditors. He noted that the \$4.05 Advance payment in last month's report was a premium adjustment. Paul also covered additional information about the Expenses by Vendor Detail report.

Motion: Janet Brown moved to accept the financial report. Deb Simpson seconded and the motion carried.

Director's report: In addition to his written report, Paul indicated that he and Doyle Ramsey would be meeting with attorney John Caton regarding the proposed garage construction and current lease-purchase agreement. The role of Governor's Appointees was also discussed.

Old business:

The final written report of the SCKLS Needs Assessment Survey results was presented. Nine-four per cent of the 110 respondents rated SCKLS services as excellent and 6% as good. The information will be posted to the SCKLS list-serv and on the website.

The 2007 Annual Plan and Tentative Budget were presented by Paul Hawkins. The goals for 2007 were covered along with the budget narrative. Paul said that he had met with the Scot Loyd and Jan Nolde, auditors with Swindoll, Janzen, Hawk and Loyd, regarding non-appropriated balances (reserves). There may be some adjustments in the 2007 final budget based on the assessed valuations available in July and eligibility for state-aid.

Motion: Jane Barnard moved to approve the 2007 Annual Plan and Tentative Budget. Gail Stucky seconded and the motion carried.

A written recommendation for the Grant-in-aid Study Process was presented by Paul Hawkins.

Motion: Marilyn Hurst moved acceptance of the grant-in-aid process proposal and Susan Woodard seconded. The motion carried.

New business: In order to accommodate the State Library Advisory Commission meeting Topeka at which the SCKLS 2007 Annual Plan and Tentative Budget must be presented, Paul Hawkins requested the SCKLS regular meeting be moved to Monday, June 19. The meeting will still be held in Hardtner.

Motion: Jane Barnard moved to change the June meeting date to June 19. Deb Simpson seconded and the motion carried.

Executive Session: Janet Brown moved the Executive Committee recess into executive session to discuss a personnel issue and protect the privacy of the employee and that the session begin at 10:30 a.m. and end at 10:35 a.m. The motion was seconded by Merle Bender and carried.

Janice Sharp reconvened the regular meeting at 10:35 and no action was taken during the Executive Session.

Other items to be introduced: None.

The next meeting will be at noon, Monday, April 24 at the Spiritual Life Center, Wichita. The System Board meeting will be at 9:00 a.m. the same day.

Motion: Jean Volk moved to adjourn the meeting. Gail Stucky seconded and the motion carried.

Submitted,

Paul Hawkins
Acting Secretary