

South Central Kansas Library System Executive Committee Meeting

Friday, December 15, 2023

**South Central Kansas library System Training Facility and Offices, 321 North Main Street,
South Hutchinson**

9:30 – 11:00 am

**Online meeting originates from South Central Kansas library System Training Facility and Offices, 321 North Main Street, South Hutchinson and is open to the public at the South Hutchinson location. If you wish to attend the public meeting, please contact SCKLS 24 hours prior to arrange for any accommodations.*

MINUTES

Call to Order – Eldon Younce, Chair

The meeting was called to order by Chair Eldon Younce at 9:32 am.

Roll Call of Executive Committee Members – Paul Hawkins, Recorder

Present

Gail Becker
Savannah Ball
Cari Cusick
Mary Evans
Barbara Lilyhorn
Cina Shirley
Kerri Steffen
Jean Thiessen
Ginger Williams
Eldon Younce
Christina Zenner

Absent

Rhoda MacLaughlin-Ramirez
Jeff Roberson

Also in attendance were Paul Hawkins and Fiona Holly, SCKLS.

Approval of the December agenda and minutes of the November regular meeting – Eldon Younce

A motion to approve the December 2023 agenda and minutes of the November 2023 regular meeting was made by Christina Zenner and seconded by Kerri Steffen. The motion was approved.

Approval of the October and November Financial Reports – Paul Hawkins

A motion to approve the October and November Financial Reports was made by Ginger Williams and seconded by Mary Evans. The motion was approved.

Director's Report – Paul Hawkins

A written report was provided.

Old Business

There was no old business to discuss.

New Business

- a. Annual Election of Executive Committee and South Central Kansas Library Foundation Chair, Vice-Chair, and Secretary/Treasurer – Eldon Younce

A motion was made by Christina Zenner to elect Eldon Younce, Chair; Jeff Robertson, Vice Chair; and Barbara Lilyhorn, Secretary/Treasurer for the 2024 year. The motion was seconded by Gail Becker and was approved.

- b. Acknowledgement and Authorization of Financial Accounts and Signers – Paul Hawkins

A motion was made by Barbara Lilyhorn to acknowledge and authorize the continuance of the following accounts and/or deposits at the designated financial institutions as well as acknowledge and authorize governing body members Eldon Younce, Jeff Roberson, and Barbara Lilyhorn, along with administrative staff members Julie Rogers and Paul Hawkins as signers for the following accounts.

- First National Bank, Hutchinson KS – South Central Kansas Library System checking account, flexible spending account, and certificate of deposit
- Simmons Bank, Hutchinson, KS – South Central Kansas Library Foundation Checking account
- Heartland Credit Union – Hutchinson, KS – South Central Kansas Library Foundation deposit (credit cards)

The motion was seconded by Savannah Ball and was approved.

- c. Proposed Open Comment and Public Comment Agenda Policies – Paul Hawkins

Information about proposed open and public comment was discussed. On the basis of the discussion, the proposed policy will be revised and returned for the Executive Committee's consideration.

- d. Approval of 2024-2028 Five-Year Capital Improvement Plan – Paul Hawkins

A motion to authorize approval of the 2024 – 2028 Five-Year Capital Improvement Plan was made by Cari Cusick and seconded by Barbara Lilyhorn. The motion was approved.

e. Executive Session for Director's Evaluation – Eldon Younce

Savannah Ball moved the Executive Committee recess into closed session to discuss the subject of director's annual evaluation pursuant to the non-elected personnel matter exception as authorized by KSA 75-4319(b)(1). The executive session will begin at 10:12 am and the open meeting will resume at 10:15 am.

f. Authorization for the 2024 Director's Salary – Eldon Younce

The director's salary and other staff salaries are open records available upon request through the SCKLS Open Records Policy. Savannah Ball moved to authorize the Director's salary with a 4.25% merit increase effective as of January 1, 2024. The motion was seconded by Barbara Lilyhorn and approved.

Adjournment

The meeting was adjourned at 10:25 am.

Paul Hawkins, Recorder

January Executive Committee Meeting

The next regularly-scheduled Executive Committee meeting will be Friday, January 19, at 9:30 am at the South Central Kansas Library System, 321 North Main Street. South Hutchinson.

Note: To request an item be considered for the meeting agenda, please contact the Chair of the Executive Committee or the Director at least five (5) working days in advance of the meeting.