

Southwest Kansas Library System

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The Southwest Kansas Library System Executive Board met for its regular meeting on Friday, December 12, 2008 at 10:00 a.m. The meeting was held in Dodge City Public Library's Lois Flanagan Meeting Room.

Those attending were:

Denise Smith, Chair	Stanton County Representative
Cara Vanderree	Clark County Representative
Ellen Selzer	Comanche County Representative
David Kearney	Edwards County Representative
Joan Weaver	Edwards County Governor Appointee
Erin Francoeur	Finney County Representative
Leesa Shafer	Ford County Representative
Holly Mathes	Grant County Representative
Lori Zerr	Greeley County Representative
Joyce Armstrong	Hamilton County Representative
Richard Brookman	Kearny County Representative
Ruby Martin	Lane County Representative
Carolyn Chase	Meade County Representative
Virginia Johnson	Morton County Representative
Jean Schlegel	Ness County Representative
Carol Rittscher	Seward County Representative
Eunice Schroeder	Stevens County Representative
Emily Sitz	SWKLS Director
Sandy Unruh	Cimarron City Library
Cathy Reeves	Dodge City Public Library
Gloria Battin	Grant County Library
Stacey Strickland	Stevens County Library
Cindy Hittle	Rolla Library
Mary Ehret Holler	Protection Library
Mary Cross	Meadowlark Library
Ronda Garza	Kismet Library
Steve Andrews	SWKLS
Charlene McGuire	SWKLS
Sara McFarland	SWKLS
Carolyn Guernsey	SWKLS

The meeting was called to order by Board Chair Denise Smith. Joyce Armstrong made a motion to approve the agenda as mailed. Leesa Shafer seconded. Motion carried.

Providing services and support to

Clark / Comanche / Edwards / Finney / Ford / Grant / Gray / Greeley / Hamilton / Haskell / Hodgeman / Kearny
Lane / Meade / Morton / Ness / Scott / Seward / Stanton / Stevens / Wichita Counties

Introductions were made and the roll call sheet was passed around to sign.

The minutes from the October 10, 2008 Full System Board meeting were presented for approval. Virginia Johnson made a motion to accept the minutes as presented. Lori Zerr seconded. Motion carried.

Emily reviewed the projected year-end Budget Summary that was distributed at the meeting. Approximately \$75,000 will remain unspent at the end of the year. Carolyn reviewed the Account Balances for the month ending November 30, 2008.

Carolyn reviewed the bills for the month of December:

General Fund check #28973 through #29017

Grants and Aids check #5775 through #5782

with listed bills to be added before the end of the month from Alltel, AT&T, Best Water of Southwest Kansas, Blue Cross/Blue Shield of Kansas, Cox Communications, Wal Mart, 12/23/08 payroll expenses, American Library Association, BayScan Technologies and Rainbow Printing, plus \$6,600 to BCR for additional Cat Express Records and \$30 to Kansas League of Municipalities for the Kansas Government Journal. Eunice Schroeder made a motion to pay the bills listed and the anticipated bills. Joyce Armstrong seconded. Motion carried.

Carolyn presented for approval a contract for Full Service from Hamilton County Library in the amount of \$11,266. Jean Schlegel made a motion to approve the contract. Richard Brookman seconded. Motion carried.

Carolyn presented for approval BPH contracts from the 15 libraries listed plus Hamilton County Library. Holly Mathes made a motion to approve the contracts. Leesa Shafer seconded. Motion carried.

Charlene presented for approval the Verso Contract extension. Extending the contract through the end of 2015 will keep maintenance fees the same, and add the new patron interface including patron alert and library to home. The \$6,000 paid in 2008 for Faceted Search will be applied to the 2009 CILL maintenance costs. Joan Weaver made a motion to approve the Verso contract extension. Virginia Johnson seconded. Motion carried.

Carolyn presented for approval a contract with Steve Gechter to audit the 2008 books with charges not to exceed \$3,250. Joyce Armstrong made a motion to approve the audit contract. Ruby Martin seconded. Motion carried.

Carolyn presented the Resolution for Waiver of Generally Accepted Accounting Principles which are not relevant to Cash Basis accounting. Richard Brookman made a motion to approve the Resolution for Waiver. Leesa Shafer seconded. Motion carried.

Emily reviewed the Budget Committee recommendations from April.

Emily proposed changes to 2009 budget line items including commitment for CILL maintenance fees and the state-wide courier system and a one-time commitment for Courier Incentive Grants. Eunice Schroeder made a motion to accept the proposed line items pending the approval of allocation of remaining 2008 funds. Virginia Johnson seconded. Motion carried.

Emily proposed allocation of the \$75,000 anticipated to be unspent at the end of the year. Joyce Armstrong made a motion to carry forward \$47,458 to fund changes in 2009 line items, including the standing commitments of \$10,000 for CILL and \$23,000 for Courier, and a one-time commitment of \$15,400 for Courier Incentive Grants, with remaining funds undesignated carry forward. Jean Schlegel seconded. Motion carried.

Carolyn reported the LSTA grant for the state-wide Summer Library Program was approved for membership in the Collaborative Summer Library Program, manuals and print materials for member libraries, workshops and CDs by the workshop presenter. Leesa Shafer made a motion to pre-approve payment of grant expenses. Cara Vanderree seconded. Motion carried.

Carolyn announced the IRS rate for 2009 business travel is \$.55 per mile. This is the rate at which System staff and board members are reimbursed.

Denise thanked members for agreeing to serve on committees in 2009. There is one slot that remains to be filled on the Budget Committee. She asked interested members to contact her.

Charlene reported on the E-Rate Summit she attended in Topeka. She stated that Kan-Ed's T-1 line will be adequate for most member libraries. Kan-Ed will apply for E-Rate for this connection. Kan-Ed's 3mg connection will be \$500 per month. Members will file for E-Rate discount for the 3mg connection. Requirements for both connections include a current tech plan, filtering (which will be through Kan-Ed), and an Internet Safety Policy.

Emily reported a State Accreditation Standards Task Force is being formed. Several staff members and member librarians volunteered to serve, but the Task Force hasn't been named yet. She has been involved with planning the KLA/MPLA Conference which will be April 1-3.

Sara announced upcoming workshops:

January 9 – FISH! Philosophy – Customer Service at Its Best by Sara McFarland

February 6 – The Grant Writing Process presented by Herb Callison

March 13 – All Hands In – With Bullying Prevention by Joe Coles

March 26 – “Be Creative” Summer Reading Workshop by Monty Harper

She stated the State Library requires attendance of an entire workshop for it to count toward accreditation, and the System will follow that requirement for our workshops and accreditation.

Charlene reported the Mini Tech Grant phones and mice are in and being distributed; cameras will be ordered next week. Kansas is one of the states chosen for the Gates Foundation's Connectivity 2009 program. Installation of Kaspersky antivirus software has been completed.

Cathy Reeves reported the next Library Administrator classes will be available via DCPL's ELMER May 8, as will the next Trustee Training classes on April 25 and June 6.

Virginia Johnson made a motion the meeting adjourn. Ellen Selzer seconded.

Respectfully submitted,

Carolyn Guernsey
Recording Secretary