MINUTES OF THE EXECUTIVE BOARD MEETING

NORTHEAST KANSAS LIBRARY SYSTEM

4317 W. 6th St. Lawrence, KS 66049

June 15, 2017

The regular monthly meeting of the Northeast Kansas Library System was held at the Northeast Kansas Library System office, Lawrence, KS on June 15, 2017. Marilyn Nolte, President, called the meeting to order at 10:02 a.m.

The President called for additions or deletions to the agenda. All in attendance introduced themselves to Board representative from Johnson County, Bob Miller, who is manager of the Indian Creek Branch of the Olathe Public Library.

MOTION: Kathleen Flanagan moved that the consent agenda be accepted as printed. This includes the May 18, 2017 Executive Board meeting minutes, May 2017 financial reports, and the June 2017 warrants in the amount of $ 255,825.00 in General and Employee Benefits and $699.00 in Capital Improvement Funds. Sean Bird seconded and the MOTION WAS APPROVED UNANIMOUSLY.

Mrs. DeBaun reviewed the Director’s Report. She discussed 7 items in detail.

1. Building – The front entrance to the building has needed attention. Dan Alexander has been painting the wooden decorative accents. They will soon need to be replaced as will the columns near the doors.
2. NExpress – The new upgrade has experienced few problems. In planning the re-branding of NExpress, Zephyr Digital is asking for input from NExpress users. A survey link from the NExpress catalog requests input from users about their experience while using the online catalog. Responses will be considered in the redesign of the catalog and branding of NEpxress.
3. Courier – Consideration of another way to exchange materials between Kansas and Colorado has been suggested by the Colorado Library Consortium (CLiC.) The Kansas 2016 costs for Blue Sky Express increased by more than 50% over 2015. A less costly way to connect the two networks is being explored, perhaps by shipping on the direct connection Greyhound bus line between Denver and Kansas City.
4. Broadband - Preliminary work has been done near our office parking lot for installation of the City of Lawrence fiber network. Discussions with the City and KanREN that would include NEKLS as an “anchor institution” are likely soon.
5. State library – The retirement of the State Librarian Jo Budler will be August 1. A reception will be hosted at the State Library on June 30. It was suggested that NEKLS show appreciation to Jo for her leadership with a gift.
6. APPLE training – Following last month’s training on budget preparation, an APPLE student invited Mrs. DeBaun to his meeting with the Township Board. During the meeting, the board questioned the action of the previous library director who bypassed the Township Board when asking for funds from the county in 2016. An understanding of the proper process to set the library’s budget was described and agreed upon.
7. Foundation – The brokerage account has been set up so that investments can be received as donations. Some contributors will not make donations to a non-profit that acts as a supporting charity for another organization such as the NEKL Foundation does. This impacts fundraising to some extent, but changing the type of 501(c)(3) status is not considered worthwhile at this time.

The other monthly consultant reports were accepted as printed.

* 1. Legislative update was the first item of business.

The law regarding appointment of the representatives to the System Boards of Regional Library Systems has been changed. Formerly called Governor’s Appointees, these representatives of residents living outside the area taxed for library services will now be appointed by County Commissions. Mrs. DeBaun plans to approach each of the 11 taxing counties in NEKLS in the fall to explain the benefit to the tax payers of System library services. The current Governor’s Appointees will be invited and encouraged to attend the Annual System Meeting on August 10 at Maceli’s, 1031 New Hampshire, Lawrence, KS.

* 1. Banking Resolution was the second item of business.

MOTION: Sean Bird moved that the Banking Resolution be approved as presented.   
  
Carol Levers seconded and the MOTION WAS APPROVED UNANIMOUSLY.

* 1. 2108 Library Development Grant Schedule was the third item of business.

MOTION: Nancy Keith moved that the 2018 Library Development Grant Schedule be approved   
  
as presented. Carol Levers seconded and the MOTION WAS APPROVED UNANIMOUSLY.

* 1. 2018 Budget was the fourth item of business.

Lacking budget estimates from 3 County Clerks and one County Treasurer, action on the   
2018 Budget was tabled until July’s Executive Board meeting.

* 1. Review of Courier manager and executive assistant job description was the fifth item of business.

The position has changed over time to assume more financial duties, and the description has been updated. The opening will be advertised online on the NEKLS website and other sites that may attract applicants who would are familiar with the needs of libraries.

* 1. Discussion of nominations to the Executive Board was the sixth item of business.

The Nominating Committee includes: Barbara Pressgrove, Chair, Emily Burgdorf, Kathleen Flanagan, Thad Hartman and Brandy Robben. A meeting will be called to nominate officers; all current officers are retiring from the Board and represent the following counties that will also need representation on the Board: Brown, Douglas, Nemaha and Osage counties.

* 1. Calendar updates were the seventh item of business.  
       
     An error on the date of the June Board meeting was noted by a Board member. Revised calendars were distributed.
  2. Other Business – The audit was prepared and received, though there is a correction that should be discussed with our auditor. It will be revised before final acceptance.

News and announcements were shared.

Meeting adjourned at 11:30 a.m.

The next Executive Board meeting will be held July 20 at 10:00 a.m. at the Northeast Kansas Library System office, Lawrence, KS.

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Barbara Pressgrove, Secretary

ATTENDANCE

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| Sean Bird | At-Large | Marilyn Nolte | Nemaha County |
| Dan Glynn | Doniphan County | Sandee Morris | Jackson County |
| Kathleen Flanagan | Atchison County | Alice Smith | Osage County |
| Brandy Robben | Jefferson County | Penny Foster | Brown County |
| Becky Mullins | Leavenworth County | Carol Levers | Wyandotte County |
| Thad Hartman | Shawnee County | Nancy Keith | At-Large |
| Bob Miller | Johnson County | Kim Pelsma | At Large – Schools |
| Laura DeBaun | NEKLS | Carolyn Little | NEKLS |

ABSENT

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| Barbara Pressgrove | Douglas County | Dr. Alan Bearman | At Large - Academic |
| Emily Burgdorf | Miami County | Gloria Kruse | Franklin County |
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