

EXECUTIVE COMMITTEE MEETING

Conference Call

March 30, 2011

The Executive Committee of the Northwest Kansas Library System met on March 30, 2011, via conference call. Chair, Mona Coupal, called the meeting to order at 4:00 PM.

Present for the meeting were Mona Coupal, Chair; Mary Luehrs, 2nd Vice Chair; Karen Gillihan, Secretary; Mary Prickett, Treasurer; Sharon DuBois, Jodee Reed, and Helen Rhodes members at large. Staff members present were George Seamon and Valerie Elliott.

MINUTES, APPROVAL OF

Approval of Executive Meeting on March 22, 2011 was tabled until the regular meeting scheduled for April 13, 2011.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Outstanding issues due to director's resignation

Final paycheck

Sharon DuBois MOVED with a second from Mary Prickett to pay Leslie Bell for the month of March, her accumulated vacation of 190.5 hours and an additional \$1,000.00 severance pay. The motion carried.

Bank Accounts

Sharon DuBois MOVED with a second from Helen Rhodes to approve a new signature card for our Financial Depository Institutions to include the following names: George Seamon, Mona Coupal, Chair; Nancy Saddler, 1st Vice Chair, Mary Luehrs, 2nd Vice Chair; Karen Gillihan, Secretary; Mary Prickett, Treasurer and Mary Boller. The motion carried.

Sharon DuBois MOVED with a second from Mary Prickett to put the signatures of George Seamon and Mona Coupal on the Certificate of Deposit at Almena State Bank. The motion carried.

Credit Cards

Mary Prickett MOVED with a second from Sharon DuBois to remove Leslie Bell's name from the Bank of America credit card and to add George Seamon and Valerie Elliott, as authorized contacts; and to pay the balance on the Discover card and then request Leslie Bell cancel the card since she is the personal guarantor of the card. The motion carried.

KLA Conference

Valerie has cancelled the hotel registration in Leslie Bell's name for the KLA Conference in April. Sharon DuBois will call KLA and request to transfer the registration fee for the conference to her and she will reimburse the System.

KLAEF

Valerie Elliott and Sharon DuBois will contact KLAEF and what needs to be done concerning this issue, if anything. At this time Valerie is the bookkeeper for this organization and she does have all the materials.

Housekeeping Items

Board authorized Valerie Elliott and George Seamon to change email address, voicemail, passwords, and contact information for various entities as needed.

Notification to stakeholders

Notification of resignation to stakeholders, system libraries and the public was discussed and it was decided to send out a letter from the NWKLS Executive Board to all northwest Kansas libraries.

Staff

Valerie Elliott informed the board she was willing to go full-time for the months of April and May and then reevaluate for the summer months. Amanda Davis, 30 hour Talking Books clerk, also is willing to work extra hours if the system staff needs her during this time.

Transfer of Leadership

Sharon DuBois MOVED with a second from Mary Prickett to accept the resignation of Leslie Bell effective March 31, 2011. The motion carried

Helen Rhodes MOVED with a second from Mary Luehrs to appoint George Seamon as interim Director. The motion carried.

Storage of executive session minutes

The agenda item should have been storage of Executive Committee Minutes. No action was taken.

OTHER

No other new business was proposed. It was noted the next meeting will be in Colby.

ADJOURNMENT

The meeting was adjourned at 4:50 PM.

Chair

Secretary