

**Central Plains Library System Board Meeting**

**January 21, 2015 10:00 am**

**Broken Bow Public Library**

**626 South D Street.**

**PRESENT:** Dixie Codner, Jody Crocker, Judy Hagen, Pat Hughes, Tim Johnson, Mo Khamouna, Shawna Lindner, Debra Moninger, Sky Seery, Megan Svoboda, Kathy Thomsen

**ABSENT:** Robyn Johnston, Rochelle Kruger, Kristi Hagstrom, Julia Van Meter, Denise Harders (CPLS Director)

**ALSO PRESENT:** Sharon Osenga, (CPLS Director) Richard Miller (NLC Rep), Kay Kloppenborg (CPLS Admin Asst.)

**Agenda**

**CALL TO ORDER/ROLL CALL:** Jody Crocker called the meeting to order on 1.21.15 at 10:01am followed by introductions. Jody Crocker was appointed temporary President. Sky Seery was appointed temporary Secretary.

**SET ADJOURNMENT TIME:** Pat Hughes suggested 3:00pm and Jody Crocker moved to 3:30pm.

**APPROVAL OF MINUTES:** Fresh start, new board, no minutes.

**FINANCIAL REPORT:** Transitional items still wrapping up, normal. Megan Svoboda made a motion to approve the financial reports as read. Kathy Thomsen seconded. The motion carried.

**CORRESPONDENCE:** Janet Wilke from UNK Calvin T. Ryan sent a note, she served on the Transition Team.

**DIRECTOR'S REPORT:** New checking account through 5 Points Bank. Credit cards ordered (and ordered again!), ordered stationary and business cards as well as card door magnets w/CPLS name. Bills are still coming in from old systems as well as items waiting to be closed out. Gary (the financial reviewer) will audit in April or May. RVLS will be completely closed in Feb. Website is under construction and system brochure will be created.

Promotional items are in the process of being ordered. Receptions will be held in the area. Atkinson, North Platte, Holdrege and St. Paul are tentative. Reception would be an informal meet and greet, idea gathering, etc.

Workshops: Workshop on Demand classes will be expanded. Ideas: Customer Service, traditional library services. Split between both Sharon and Denise.

Summer Reading programs, first at Cozad w/30 registered. Second summer reading program planned for March 23 at Grand Island. Will do east/west or north/south workshops for future in order to cover the area, may utilize Go-To Meeting software.

Both Sharon and Denise have been very busy meeting with libraries throughout the CPLS area.

Meridian System car is up for sale. Meridian savings and \$7,000 from the commission will go towards a new one. Looking at Honda Accord or Ford Fusion. Sharon will drive this car until she retires in 2017.

**OLD BUSINESS:**

**Merger of RVLS and MLS:** Transition Team (6 member team) approved CPLS personnel policy. Merging of the two systems policy, grandfathered in benefits from each system. Sharon's balance will be honored minus sick leave which will be forfeited upon separation of the system.

Clarification of offices: Sharon moved to a 1 room space, Kay and Denise will stay at the Landmark Center.

## **NEW BUSINESS:**

### **ACTION ITEMS:**

**Grant Agreement Approval:** Grant Agreement w/NLC – old agreement was 10 years old. Language has changed. Agreement is very specific, to understand, evaluate, report to the federal government and state. From 1.1.15 – 6.30.17, develop 2 year plan to include, strategic planning, library accreditation, trustee/board certification, public library certification, children/young adult services and technology/E-rate, Overdrive, Pioneer Consortium, statewide databases, library personal management, multicultural/diversity, Basic Skills, Talking book/Braille, aiding other services offered by Commission. Assist w/Commission 5 year plan, employee full-time w/Master's Degree, provide professional consulting, provide workspace, when vacancy occurs Commission reserves right for non-voting member. Payments made on quarterly basis. Capital items owned by system. System will be required for certain financial administration. System will provide: Approved System minutes, Annual Report, Up-to-Date Aol, bylaws and policies and copies of promotional items. Anything produced has a specific statement. Subject to various federal provisions. Judy Hagen made a motion to approve the Grand Agreement, Shawna Linder seconded the motion. The motion was approved as read.

**System Newsletter:** 6 newsletters a year, suggested that the newsletter is electronic. Tim Johnson made a motion to provide an electronic newsletter 6 times a year. Pat Hughes seconded. The motion carried as read. Denise suggested Plain Speaking for the name, Mo Khamouna to approve Plain Speaking as the name of the newsletter. Dixie Codner seconded. The motion carried as read.

**Cutting Machines:** CPLS has five machines and a large number of dies. It is suggested that they keep the original letter machine, space saver machine and one of the Accucut Mark IV roller machines. Dies are compatible w/one or more of those machines. Proposed giving away the XL Letter Machine and 1 Accucut Mark IV, options are to a CPLS library or another system. As far as the dies, would like to keep 1 set w/each machine. There is still a large selection w/each cutter. A motion was made by Pat Hughes to offer the other systems the cutters, if they aren't interested then the machines will be raffled off w/in the system. Debra Moninger seconded the motion, the motion carried.

**Board Meeting Schedule:** CPLS By-laws state that the CPLS Board will meet a total of four times per year, including an Annual Meeting of the Membership. Suggested that those meetings will be January, April, July and October, with the Annual Meeting in July. April and October would be phone conference calls. {Weather is a crap-shoot, weather depending, SeS} Next meeting will be 4:00pm via conference call on April 20, 2015.

*Jody Crocker briefly adjourned for a delicious pot-luck lunch provided by CPLS Members at 11:51am. Thanks to all!*

*Board Meeting was called back into session by Jody Crocker at 12:25pm.*

**Election of Officers:** Pat Hughes nominates Jody Crocker as CPLS Board President, Megan Svoboda seconded. Debra Moninger moved to cease nominations, Shawna Linder seconded. The motion carried. Pat Hughes nominated Judy Hagan as Vice President. Debra Moninger seconded. Tim Johnson moved to cease nominations, Kathy Thomsen seconded. The motion carried. Debra Moninger nominated Sky Seery as Secretary of the board. Shawna Linder seconded. Dixie Codner moved to cease nominations, Shawna Linder seconded. The motion carried.

Officers are as elected:

President: Jody Crocker

Vice President: Judy Hagan

Secretary: Sky Seery

## **DISCUSSION ITEMS:**

**Division of Directors' Duties:** With two professional staff members, Directors are going to serve their original area until June. Then the duties will be looked at further. The board thought while that was okay for 6 months, would really like to see that change. It provides time for the dual collaboration. Workshops on Demand will be taught by the system administrator, w/no specific name attached. Meet and greets in the area will also help that and the partnership will evolve in time. More discussion to follow at the April meeting. Denise and Sharon are working with Scott Childers regarding software to help provide collaboration w/in libraries in the CPLS area.

**CPLS Policies:** Denise and Sharon will merge/simplify the policies and present them to the board to approve in April.

**Bulk Lending:** RVLS previously facilitated the Bulk Lending system service program for the elderly and visually impaired. Hastings and McCook are lending libraries, member libraries would pay \$50/year for 200 titles (50 titles quarterly). RVLS provided \$1500 based on the number of libraries served. This service will run through June 20, 2015.

Sky Seery made a motion to continue with the Bulk Lending program and opening that up to outside of the CPLS area, promoted through Plain Speaking and remaining at the same price until June 30, 2015. Judy Hagen seconded. The motion carried.

**System Plan:** System directors work together throughout the state to develop System Plans that are consistent w/services required in the NLC Grant Agreement.

**Website Tagline:** The Central Plains Library System website is nearly done. Directory is a WIP. Website needs a tagline. Please feel free to offer suggestions.

**Week of Weeding:** Week of March 23<sup>rd</sup>, giving away another Kindle. The newsletter will have the entry forms, so keep an eye out for that. If you need assistance weeding, Sharon and Denise are there.

**NLC COMMISSIONER'S REPORT:** New systems map is out from Data Dude. IRS Tax forms will be soon. SkillSoft Classes are self-paced online classes available to Nebraska library staff members. US Citizenship and Immigration Services have an office available for questions. Basic Skills classes are lined up, if interested see the NLC website. Interested in teaching a course, please contact Laura Johnson. Health Insurance Marketplace, look for Mary Sauers blog post on the Commission's website. NCompass Live programs, every Wednesday from 10-11 CST, check it out. Programs are archived, so listen at your leisure. Podcasts of NCompass Live are available – find the link at NLC website. NEST \$529 winners to appear in Omaha & at the Capitol.

The meeting adjourned at 1:19pm.

**NEXT BOARD MEETING:** Telephone conference April 20, 2015 at 4:00pm.

Respectfully submitted,

Sky Seery