

Panhandle Library System Board Meeting
10:00am Tuesday, January 14, 2014
Railway Office Plaza
115 Railway Street, Scottsbluff, NE 69361

I. Call to Order ~ Quorum Check ~ Set Agenda

Floyd Smith III, President, called the meeting to order at 10:04 am without a quorum of board members. Official business will be conducted when Kendra or another board member arrives.

PLS Board members present were Floyd Smith III, President; Allison McBride, Vice President; Roberta Boyd, Secretary; Sara Brennemann, Michele Parks, and Sue Shaver. Also present were PLS Coordinator Eric Green, Administrative Assistant Debbie McCall, Nebraska Library Commission Director Rod Wagner, Nebraska Library Commission member Pat Gross, and guest Brenda Straub from Next Generation Tax and Accounting.

Agenda revised first under item IV. New Business (a) Review and approve the reconstructed minutes of the July 19, 2013 board meeting was added; and secondly under III. Reports moved item d. PLS Coordinator Report up immediately after committee reports and before c. Nebraska Library Commission Report; and thirdly added under V. Old Business item b. Review and approve minutes of the July 14, 2013 meeting.

II. Minutes of the November 12, 2013 meeting were reviewed. There were no additions or corrections but approval suspended until quorum is reached.

III. Reports

- a. District Reports: At Large – no report; Academic/Special - RWMC librarian Michele Parks offered extra shelf label holders. She talked to WNCC Library Interim Director Merrilene Woods. Merrilene said they held an open house to publicize the library's recent renovation. In addition they have added a charging station for students' devices and added Discovery Service to their website. Michelle reported weeding and cleaning at RWMC library. Other District Reports – no report.
- b. Committee Reports
 - i. Annual Meeting – no report.
 - ii. Nominating –Co-chair Sue shaver led brief discussion on soliciting nominees for the four positions that are coming open: one public library position, District B, District C and one at-large position. The PLS office will send out the nomination form by March 1,2014. Board members need to talk to people about service on the board.
 - iii. Public Relations – no report.
 - iv. Scholarship – no report.
 - v. Technology – To date, no one has applied for the six re-vamped computers. Discussed setting a time limit for this project. Sara Brenneman reviewed list of minor corrections to the 2012-2013 technology plan. Board did not conduct email approval as originally planned. She said they hope to fund the purchase of an iBook and Kindle in next year's plan. Discussion ensued about Nooks and their viability as e-readers in

addition to the rewording of goals about WordPress. The revised plan will be emailed prior to final vote.

- d. PLS Coordinator Report – Coordinator Eric Green introduced Brenda Straub of Next Generation Tax and Accounting. Her QuickBooks expertise was used to resolve recent problems with PLS recordkeeping. She came to answer board members' questions and clarify what is necessary for board reports. In her opinion recent problems were relatively minor and could be corrected with additional staff training.

As Ms. Straub left at 11:02 a.m., board member Kendra Caskey arrived making our quorum. Eric continued with his report.

The coordinator's report was provided in writing. He travelled less due to weather and holidays. Highlights included meeting Samantha Hayner, new library coordinator at Summit Christian College, attending the visit to Scottsbluff by children's author Jan Brett, attending the Polar Express storytime at Lied Scottsbluff Public Library, and local library holiday events. He reported e-rate training with NLC staff member Christa Burns, but the e-rate workshop scheduled locally was cancelled due to lack of reservations.

Eric presented a proposal to reduce the PLS administrative assistant position by three hours a week so that money could then pay for monthly bookkeeping by Next Generation Tax and Accounting. This proposal will be reviewed later in the meeting.

There was a brief discussion about the e-rate process. A PLS proposal will be presented for board consideration prior to finalization.

New lease needs to be signed for a 3 percent rent increase effective February 1, 2014. This increases rent by \$19.00 to \$664.00/month. Eric said owners need two signatures, the coordinator's and one from a board member who serves past July 2014. President Floyd said he would review the lease before anything is signed.

Summer reading program training is scheduled for March 26, 2014 at the Gering Public Library. Registration deadline is March 21st. This year's theme is "Fizz Boom Read!"

Kendra asked Eric about meal expenses while travelling. He said he tries to be thrifty. Both he and NLC Director Rod Wagner pointed out that much of Eric's travel is funded by the NLC and covered by the state plan.

- c. Nebraska Library Commission Report – Director Rod Wagner presented his report in writing. Highlights included that the Nebraska Legislature's short session has had no library specific bills introduced to date and Nebraska Legislative Day is February 5th. He mentioned that a volunteer at the North Platte Canteen during World War II might be available for presentations about the 2014 One Book, One Nebraska selection "Once upon a Town" by Bob Greene. The reconfiguration task force will meet in February and he anticipates a reduction to four or five systems. February 28th is the on-line conference Big Talk from Small Libraries. And NLC business manager Sue Biltoft is retiring in January and the new manager is Jerry Breazile.

At this time board returned to earlier agenda items to conduct official business.

I. Set agenda –No further additions.

II. It was moved by Allison McBride and seconded by Sue Shaver to approve as read the minutes of the November 12, 2013 board meeting. Motion carried.

III. Reports b. Committee reports iii. Public Relations – Kendra had nothing additional to report.

IV. Executive Session – Board went into executive session at 11:46 a.m. and returned at 12:48 p.m.

Following the Executive Session Coordinator Eric Green was told that the PLS administrative assistant is to be dismissed immediately. There was a brief discussion about the job description. Eric will review it and send suggestions and revisions to Floyd by Tuesday, January 21st. The board will offer temporary bookkeeping tasks in this order to 1) Next Generation Tax and Accounting, 2) former PLS assistant Jerri Clapper, and 3) accountant Lassa Nielsen. This will only be until a replacement is hired.

PLS Administrative Assistant Deb McCall was then informed of her dismissal and left.

V. Old Business

a. Financial Documents/Budget – Adjustments were made in the proposed budget on the July 2013 worksheet. It was decided that any monies paid to interim bookkeeper will be paid from the salary/wages line item. Other adjustments included:

Car - from 2,005.00 to 2,409.00

Office lease – from 7,800.00 to 7,900.00

Salary – from 15,288.00 to 14,788.00

Final total stays the same at \$47,648.00

It was moved by Sue Shaver and seconded by Michele Parks to approve this budget for the 2013-2014 fiscal year. Roll call vote was unanimous in favor.

b. Minutes of the July 19, 2013 board meeting tabled from the last board meeting. It was moved by Kendra and seconded by Sue that the minutes be approved as amended by Allison.

VI. New Business – there was no new business brought before the board.

VII. Upcoming Events/Announcements – there were none.

VIII. Adjournment – meeting was adjourned by Floyd at 12:30 p.m.

Next board meeting will be Tuesday March 11, 2014 at 10:00 a.m. in the Railway Office Plaza board room.

Submitted by,

Secretary Roberta J. Boyd