

Kansas Library Association Council
July 7th, 2011 Meeting
Northeast Kansas Library System

Minutes

ATTENDEES: Royce Kitts, Emily Sitz, Cathy Reeves, Daniel Ireton, Laurel Littrell, Cynthia Akers, Art Gutierrez, Sue Blechl, Gregg Winsor, Kim Fenton, Debbi Maddy, Joe McKenzie, Kathy Delker, Connie Hocking, Gail Santy, Jeff Imparato, Ann Pearce, Mickey Coalwell, Nona Barton, Cynthia Berner Harris, Roger Carswell, Jennie Rose, Andrew Evans, Sharon Moreland, Marc Galbraith, Ted Gentle.

1. The meeting was called to order by President Royce Kitts at 10:03 am with greetings and introductions.
2. **Consent Agenda:** Jeff Imparato asked that the minutes of the previous meeting be corrected to include his name as chair of RIAT under the listing of the election results.
ACTION: Jeff moved that the consent agenda be accepted. The motion was seconded by Joe McKenzie. Discussion of the motion: Emily Sitz made a friendly amendment to the motion that the expenses for the vendor cocktail events be included under vendor expenses rather than meal events in the financial report for the 2011 conference. The motion passed.
3. **Ratification of Standing Committee Chair Appointments:** Royce presented the list of standing committee chair appointments.
ACTION: Connie Hocking moved that the standing committee chair appointments be ratified as presented. Emily seconded the motion and it passed with no discussion.
4. **Financial Report:** Cynthia Berner Harris, outgoing treasurer, presented the final report for the previous fiscal year which included expenses and income for the 2011 conference. The budget was balanced and provides for a \$5,000 contribution to the reserve. Cynthia recommended that the finance committee meet monthly and that the committee oversee quarterly financial reports. Detailed financial reports for roundtables and sections reports were distributed. The finance committee will review the financial records and move a minimum of \$5,000 up to \$10,000 to the reserve account per the treasurer's recommendation.
ACTION: Dan Ireton moved that financial report be approved as presented. Jeff seconded the motion and the motion passed.
5. **Hiring of Executive Assistant:** Lisa Beebe was offered the position of KLA Executive Secretary and she accepted. Lisa will begin work in the office on Tuesday, July 12, 2011. Royce asked that the job description for Executive Secretary be approved.
ACTION: Gail Santy moved that the job description for KLA Executive Secretary presented by the Executive Committee be approved. Jeff seconded the motion and it passed.

6. **Bylaws Revision:** Royce asked Cathy Reeves and Mickey about revising the by-laws as quickly as possible. Cathy will lead the work on the revision. Mickey has been working on that as well. Emily noted that there is a copy of by-laws that were approved by Council in February, 2011. That version is still in draft form. A record of the 2010 vote on the bylaws by the KLA membership was located. Rosanne Siemens the ballot for the by-laws approval.
7. **KLA Rental Contract:** Royce presented the Topeka Shawnee County Public Library (TSCPL) rental contract for the KLA office. The terms have not changed and the rent remains at \$100 per month
ACTION: Jeff moved that the rental contract with TSCPL be approved. The motion was seconded by Kathy Delker and passed.
8. **2013 Conference Location and Date:** Emily reported that the futures committee met by way of e-mail to discuss dates and locations for the 2013 conference. After considering both Wichita and Topeka locations and the dates available, the conference is being planned for October 9-11, 2013 in Topeka. There will be more space available than there was for the 2011 conference. Negotiations. The futures committee will make a recommendation to the Executive Committee so that contract decisions can be made prior to the October council meeting. Holding the conference in Topeka will allow for some savings.
9. **Conference Manual:** Emily presented information about two proposals for an outsourced conference manual as discussed at the April, 2011 council meeting. Although neither firm contacted has prepared a conference manual, both have managed conferences for clients. The Executive Committee considered the proposals of Herb Callison, Mainstream, Inc. and Sandy Braden, Gaches, Braden and Associates and recommends accepting the Gaches-Braden proposal at \$1,000. In response to a question from Joe, Emily stated the turnaround time for the manual would be about one month.
ACTION: Joe moved that KLA enter into an agreement with Gaches, Braden and Associates for the creation of a conference planning manual. The motion was seconded by Gail and passed.

In later discussion of the conference manual, it was suggested that the manual be created as an online document that is regularly revised and updated and includes the planning chair's conference report. The manual project will be managed by the futures committee.

10. **Lobbyist Report:** Jennie Rose provided a legislative update. A legislative interim study of Kan-ed has been approved for two days. Jennie and Jo Budler have been talking to the Kansas association of counties about presenting for the regional libraries about the importance of Kan-ed in providing e-government services in libraries and support for database content.

11. Royce announced his plan to use Elluminate for future meetings to accommodate more frequent meetings. He will send a meeting wizard to everyone to determine the dates for future council meetings.

12. **Strategic Plan Outline:** Sue Blechl asked about the draft, short term strategic plan accepted at the April council meeting as a working draft. Royce will develop implementation steps for the plan with Emily which will be circulated. Kathy commented that the draft plan addresses three of the key points from the studies. One key point is that advocacy is a significant membership benefit. Kathy suggested that the plans regarding Kan-ed advocacy be formalized and included in the strategic plan.

13. The meeting was adjourned by President, Royce Kitts at 11:05 am.

Minutes prepared by Cindi Hickey, recording secretary.