

**Draft Minutes**

NLS Executive Committee Meeting Minutes

Adobe Connect Meeting

Wednesday, April 23, 2014

1. **Welcome and Roll Call:** Chair Michael Perry called the meeting to order at 1:35 and welcomed attendees to the Executive Committee meeting. Present were: Michael Perry, Chair; Jennifer Baker, Past Chair; Mary George; Mel Lightbody (Vice-Chair); Diane Smikahl; Danis Kreimeier. Also present were Donna Truong and Jane Light, Peninsula Library System.
2. **Public invited to address the Committee:** None were present.
3. **Approval of the Agenda:** Moved by Smikahl, seconded by Baker, to approve the agenda. Motion unanimously approved.
4. **Consent Calendar: A. Minutes of the October 18, 2013 Meeting and the December 10, 2013 Meetings of the NLS Executive Committee for approval:**  Baker moved, Smikahl seconded that the minutes of the Steering Committee meeting of October 18, 2013 be approved. Motion passed unanimously with Kreimeier abstaining as she was not present at the meeting; Baker moved, Smikahl seconded that the minutes of the December 10, 2013 minutes be approved. Motion approved unanimously with George abstaining as she was not present at the meeting.
5. **FY 12/13 Audit**

Truong reviewed the report of the outside auditors. Baker moved and Smikahl seconded that the Executive Committee recommend that the Administrative Council accept the audit at its annual meeting May 22. The unrestricted fund balance for NLS on June 30, 2013 was $276,036.

1. **Budget Adjustments FY 13/14**

Truong reviewed budget adjustments for approval. Baker moved, Kreimeier seconded to approve the budget adjustments as presented and included in the agenda packet. Motion passed unanimously. Adjustments included adding $180,280 revenue from Member Reimbursements and $180,280 expenses to Contractual Services for Delivery and $51,860 in revenue from a Federal LSTA Grant and the same amount in expenses for Contractual Services for PLSEP Grant through September 2014.

1. **Financial Statements Year to Date as of April 15, 2014**

Truong reviewed the financial statements that were included in the agenda packet for the information of the Executive Committee.

1. **Planning for FY 14/15 Budget**
   1. **Contract with PLS for Administrative and Fiscal Services**

Truong presented a proposed contract between NLS and PLS for these services for FY 14/15. It included a scope of work and detail about staffing expense. The contract amount proposed is $123,627.24. NLS CLSA allowed allocation for PC&E (Planning, Coordination, and Evaluation) is $84,868 for FY 14/15. The remaining $38,759 would be funded by basic membership fees. Baker moved and Smikahl seconded a motion that the Executive Committee recommend that the Administrative Council approve the FY14/15 NLS contract with PLS at its May 22 Annual Meeting. Motion passed unanimously.

* 1. **Basic Membership Dues**

Truong recommended that the basic membership dues continue at the same formula as in the past three years. Six levels of population and budget were set with annual membership dues ranging from $500 to $4000. Baker moved and Smikahl seconded that the Committee recommend to the Administrative Council that the member dues formula and amounts remain the same as FY 13/14 but that the population and budget numbers be updated to reflect the most recent available State Library data. Motion passed unanimously.

* 1. **Allocation of CLSA Communications and Delivery Funding**

Action on this item was deferred to the next meeting of the Executive Committee.

* 1. **NLS Budget FY 14/15**

Action on this item was deferred to the next meeting of the Executive Committee.

1. **Ad hoc Nominating Committee and Process**

Light reported that the following nominations are needed for FY 14/15: Mel Lightbody as Chair (Mel volunteered to replace Sandy Cooper, who retired in December); a Chair-Elect/Vice Chair; three Executive Committee members for 2-year terms expiring in 2016 (all current members are eligible for re-election for a second term); and Danis Kreimeier to fill a vacancy on the Executive Committee for a term expiring in 2015. Chair Perry appointed Mary George to chair the Nominating Committee and himself to serve on it. He will appoint the third member, who under the By-laws must not be a member of the Executive Committee. Nominations will be presented to the Administrative Council for action at its May 22 Annual Meeting.

**10. Adjournment:** Perry adjourned the meeting at 2:40 PM.