



Illinois Heartland Library System

Operations & Facilities COMMITTEE MEETING MINUTES

Date: October 10, 2016

Time: 4:00

Members: Charlene Topel, Gary Denué, Sara Zumwalt, James Fenton, Sarah Isaacs (chair)

Call to Order : 4:01 pm

Roll Call -Members present: Gary Denué, Sara Zumwalt, James Fenton, Sarah Isaacs (chair)
Others present: Susan Palmer, Sandy West

Approval of Minutes - Motion to approve June 27, 2016 minutes was made by Gary Denué, Seconded by Sara Zumwalt. Motion Passed. Motion to approve August 8, 2016 was made by Gary Denué and seconded by Sara Zumwalt. Motion passed.

Unfinished Business

a. Southern Facility – Du Quoin/Carbondale

- All staff have been relocated to the SIU- Carbondale location and delivery has started. After the initial move, it was determined that more space was needed and the landlord worked with IHLS to make that happen. Currently, IHLS staff is problem solving an efficiency issue with unloading and reloading the delivery vans.

b. Central Facility – Edwardsville

-Some more shifting took place to increase the space needed for sorting/delivery.
-Evaluating the efficiency of renting out meeting space to current long-term renters.

c. Northern Facility – Champaign

- Bid for new roof was accepted and work is planned to start on Oct. 17
-Parking lot should make it through the winter based on the patches that were completed previously. Probably looking to have the parking lot resurfaced in Spring 2017.

d. ILDS Subcontract

-Continue to discuss with RAILS the difficulties we are encountering meeting the 24 hr turnaround time based on the distances IHLS is required to drive. A subcontract has not been signed and we continue to negotiate.

New Business -none

Public Comment -none

Announcements -next meeting in November 14 at 4:00 pm.

Adjournment -adjourned at 4:35 pm.