



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING MINUTES

May 15, 2017 3:00 p.m.

via Zoom at: <https://zoom.us/j/667948191>

6725 Goshen Road, Edwardsville, IL 62025

618-656-3216

Call to Order

– Sandy West called the meeting to order at 3:06 p.m.

Roll Call

Sandy West – Present

Sarah Isaacs – Present

Tina Hubert – Present

Geoff Bant – Joined at 3:26

Sara Zumwalt – Present

Others present: Leslie Bednar, Julia Pernicka

Public Comment

- None

Approval of April 17, 2017 Minutes

- Sarah Isaacs motion. Sara Zumwalt second. Motion approved as corrected.

SHARE Update

- Leslie Bednar stated that Chris Dawdy submitted her resignation and discussed the timing of hiring her replacement. Chris will work through the end of August. New RDA format in cataloging will be used in the SHARE catalog starting July 1. More video classes have been added to the SHARE website.

Administrative Updates

Accounting and Human Resources

- Leslie Bednar reported that Accounting is reviewing budgets and preparing schedules in addition to researching insurance (dental/life/vision) for renewal on 7/1/17. Investigating with the new broker, IMRF, and the Department of Insurance whether we should continue to provide insurance coverage for retirees. They are also working on a membership database for easier connection between departments to see member data.

IT

- Leslie Bednar reported that IT is working on a Membership Portal. This is a database that will gather membership information of our member libraries all in one place. Members will have access to their information through a members interface.

Facilities and Operations

- Leslie Bednar reported that the new zoning routes will reduce the number of routes in Champaign. The required Delivery Count Week was last week. Susan Palmer is in the process of gathering surplus vehicle information. Susan Palmer checked with KingLar and they will send out a new warranty in addition to providing a map of the new and old panels on the roof. Susan Palmer is working on the Executive Summary to accompany the delivery study. There will be a Facilities meeting before the regular Board Meeting.

Membership and Grants

– Leslie Bednar reported that Ellen Popit and Chris Dawdy have been traveling working with public libraries that can take advantage of the Walmart grant. Ellen Popit has been working on the Director’s University event in early June. The grant expires at the end of November.

Administration

- Leslie reported that staff have been working on the Annual Meeting, Staff Day, and the Board Training in July. Staff met with US Representative Rodney Davis to advocate for IMLS funds.

Open Meetings Act Compliance

- None

Committee Updates**Advocacy**

- Sandy West reported the committee met and is wanting to look at what needs to be done. Move forward with Advocacy.

Budget and Finance

– Tina Hubert reported the finance met on Tuesday. Normal meeting. Recommended forwarding the budget to the next group for approval. Auditors will be doing their field work – week of July 24.

Facilities and Operations

- Sarah I reported there wasn’t a quorum that meeting needs to be rescheduled.

Membership and Policy

– Sara Zumwalt – reported they met today and reviewed the Plan of Service. There was a question if the board members could get the staff newsletter. Centreville contacted IHLS about rejoining IHLS.

Personnel

– Geoff reported they did not have a meeting.

Nominations

– Leslie shared the results of the Board elections. Sandy West, Academic Library Representative, Susan Pennington, School Library Representative, Stacey Carter, Special Library Representative, Gary Denué, Public Library Trustee Representative, Mary L. Smith, Public Library Trustee Representative

Unfinished Business**Champaign Office Roof Replacement**

– Communications with KingLar on Champaign roof replacement.– no leaks so far!

IHLS Board Training

– Leslie reported the IHLS Board Training will be July 18 in Effingham. The subject is Advocacy. We are committed to using Laura Huth (Do Good Consulting).

New Business**FY2018 Draft Capital, General and SHARE Budgets**

-Leslie Bednar reviewed the draft Capital General Fund report. Tina Hubert motion. Sara Isaacs second. Motion carried unanimously by Roll call vote to move acceptance to the full board. Sara Z – (stepped away).

FY2018 Draft Plan of Service

-Tina Hubert motion, Sarah Isaacs second. Sara Zumwalt (gone) motion carried to move to the full board.

Open School Library Board Seat

– Sandy West reported that Rachael left the board in March 2017. Susan Pennington agreed to join the board at the full May board meeting in order to fill the seat. Tina Hubert motion, Sarah Isaacs second. Motion carried.

Board Officers Nomination Committee- for FY18

– Sandy West asked if Sara Isaacs will chair an Ad Hoc committee to work with setting the new board officers.

May Board Meeting Agenda

-Committee discussed various elements of proposed May board meeting agenda.

Public Comment

-None

Announcements

- Sandy West reported that it is time to start reviewing minutes from closed sessions. Sandy reported that it is time for the evaluation of the Executive Director. She will send out a survey. Sandy would like committees to pinpoint their meeting dates June through August.

Adjournment

– Sara Isaacs motion, Tina Hubert second. Motion carried. Adjourned at 5:07 p.m.

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