



Illinois Heartland Library System

MEMO TO: Board of Directors
FROM: Sandy West
DATE: September 20, 2017
RE: IHLS Board Member Expectations

As elected library system board members, we have statutory and peer responsibilities. We also serve as volunteers who have obligations elsewhere.

The attached document was developed for two primary purposes:

- To provide current members an easy reference guide and be included in new board member binders
- To be shared with potential board members as we begin the board member nominations process and to be shared on the IHLS website

I hope you will find this a helpful guide. It is intended to serve us now and into the future.

Thank you.

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Board Member Expectations

Orientation & Training

Board members, both newly seated and veteran, are required to attend orientation and training. This is an all day event that usually takes place in July.

Illinois State Library Requirements

Board members are required to complete the Open Meetings Act training and provide a copy of earned certificate to the executive assistant. Completion of training must be done within 90 days of being seated or re elected. Members are also required to complete and submit a Statement of Economic Interest. Illinois Heartland Library System (IHLS) is required to provide this information to the Illinois State Library and auditors annually.

Attendance

Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

Email

Board members are assigned an IHLS email address to be used for all board- related business. This includes communication with IHLS staff regarding board and committee schedules as well as correspondence from member library staff. We highly recommend you check your IHLS email frequently to avoid missing important announcements, information or meeting cancellations and time changes. Instructions will be provided for the option of forwarding IHLS emails to your phone or other devices if you choose. IT staff is available for technical questions or issues regarding IHLS email.

Staff Communication

Board members are kindly requested to reply to communications from IHLS staff as soon as they are able. IHLS staff communicate with board members primarily via email. Timely communication allows IHLS staff to best support the goals and work of the board. Our staff goal is to provide board and committee meeting materials as far in advance as possible, beginning with various committee meetings held early each month. Completion of many board support responsibilities is contingent upon communication with board members.

You may be contacted by different staff members for various reasons. Each board committee is assigned an IHLS Department Director, and they will send meeting documents and attend the meeting to serve in an advisory role and to take minutes. The executive assistant supports both the executive director and board members by scheduling meetings and events, creating calendars and documents, polling members and ensuring legal compliance for the Open Meetings Act certification and Statement of Economic Interest filing, among other responsibilities.

A complete overview on the board of directors can be found on the IHLS website
<http://illinoisheartland.org/sites/default/files/about/policies/Bylaws-Amended-April-2016.pdf>