



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. Minutes 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 (resource discovery and access) 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.

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 web interface. It will aid IHLS staff as well—different departments will have access to member data

Facilities and Operations

- Leslie Bednar reported that the zoned delivery routes will reduce the daily routes out of 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

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

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 considering what needs to be done next to move the project forward.

Budget and Finance

– Tina Hubert reported the finance committee met and it was a 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 Isaacs reported the committee could not meet as there was not a quorum.

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 Public Library contacted IHLS about rejoining.

Personnel

– Geoff Bant 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, Stacie Carter, Special Library Representative, Gary Denu, 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 to date.

IHLS Board Training

– Leslie reported the IHLS Board Training will be July 18 in Effingham. The subject is Advocacy. We have contracted with Laura Huth from do good Consulting as the facilitator.

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

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

FY2018 Draft Plan of Service

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

Open School Library Board Seat

– Sandy West reported that Rachel Fuller 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. Susan will begin her term on the board two months earlier.

Tina Hubert motion, Sarah Isaacs second. Motion carried.

Board Officers Nomination Committee- for FY2018

– Sandy West asked if Sarah 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

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

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