



## Illinois Heartland Library System

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### EXECUTIVE COMMITTEE MEETING MINUTES

June 15, 2017 10:00 a.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 10:05 a.m.

#### Roll Call

Sandy West – Present

Sarah Isaacs – Present

Tina Hubert – Absent, excused

Geoff Bant – Present, exits meeting at 11:17 a.m.

Sara Zumwalt – Present

Others present: Leslie Bednar

#### Public Comment

- None

#### Approval of May 15, 2017 Minutes

- Geoff Bant motion to approve. Sara Zumwalt second. Motion carried.

#### SHARE Update

- Leslie Bednar reported the SHARE Circulation Committee pilot project for common loan rules. Currently seeking libraries to participate in project.

#### Administrative Updates

##### Accounting and Human Resources

- Staff are preparing files for FY2017 audit field work that begins July 24.

#### IT

- Troy Brown preparing draft Request for Proposal seeking IHLS website redesign.

#### Facilities and Operations

- Operations managers and director updating driver and sorter training procedures. Work initiated on landscape improvement at Champaign office.

#### Membership and Grants

– Two additional public libraries to sign up for full SHARE membership under WalMart grant. Recent libraries visited include: Zeigler Public Library West Union District Library, and South County Public Library District (Brussels). Cutler Public Library and Witt Township Memorial Library have indicated desire to join SHARE, however can not sustain membership even with WalMart grant assistance.

#### Administration

- Staff continue to work on records integration (files from four different office locations) as we prepare for records retention project. Recommendation to board at June meeting for destruction of closed meeting recordings. Leslie

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Bednar participating in RAILS Board Consortial Model Working Group.

#### **Open Meetings Act Compliance**

- None

#### **Committee Updates**

##### **Advocacy**

- Sandy West reported the committee met with Laura Huth (DoGood Consulting) to review background data as she prepares for July board training.

##### **Budget and Finance**

– Sandy West reported (for Tina Hubert) committee met yesterday and approved bill payments for May. Also recommended employee ancillary insurance coverage offered by Humana.

##### **Facilities and Operations**

- Sarah Isaacs reported the June 12 meeting brief, and to be continued June 16.

##### **Membership and Policy**

– Sara Zumwalt reported the committee did not meet this month.

##### **Personnel**

– Geoff Bant reported the committee did not meet this month.

##### **Unfinished Business**

##### **IHLS Board Training**

– Location for training is Keller Convention Center in Effingham. Coffee at 9:30, with meeting from 10 a.m. to 3 p.m., with a working lunch.

##### **Board Nomination Committee**

Sarah Isaacs requested Sara Zumwalt and Sandy West join her to form committee. Together, they will present slate of officers to board at July meeting.

##### **New Business**

##### **Delivery Survey: Executive Summary**

-Leslie Bednar provided overview of FY2017 delivery survey results. Approximately 40% of member libraries participated.

##### **June Board Meeting Agenda**

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

##### **Public Comment**

-None

##### **Announcements**

- Sandy West reminded committee members of upcoming events.

##### **Adjournment**

– Sarah Isaacs motion to adjourn, Sara Zumwalt second. Motion carried. Adjourned at 11:42 a.m.

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