



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: April 17, 2017

Time: 3:30 p.m.

(via phone, Adobe Connect, and at the office listed below)  
6725 Goshen Road, Edwardsville, IL 62025

### Call to Order

-Sandy West called the meeting to order at 3:26 p.m.

### Roll call

Sandy West - Present

Sarah Isaacs – Present (entered later in meeting)

Tina Hubert - Present

Geoff Bant - Present

Sara Zumwalt – Present (exited 4:57 p.m.)

Others present: Stacie Bushong, Leslie Bednar

### Public Comment

- None

### Approval of February 2017 minutes

- Tina Hubert motion. Geoff Bant second. Motion approved.

### SHARE Update

-Leslie Bednar stated SHARE is currently working on their budget and finalizing the Wal-Mart grant. To date, four public libraries were able to benefit from the grant.

### Administrative Updates:

#### **Accounting**

-Leslie Bednar reported accounting is working on the FY2018 budget and the end of the fiscal quarter reports. Generally we would review staff insurance at this time, however since it renews in October we are going to continue with that schedule.

#### **IT**

-Leslie Bednar reported that IT has resolved most of the printing issues that were involved with Polaris. SHARE had a major staff functionality upgrade last Friday. Some of the IT staff just returned from the Innovative Solutions conference.

***Facilities and Operations***

-Leslie Bednar reported Champaign hub is moving to in May. At Champaign hub the delivery department uses the majority of space. All staff in that location are moving offices and reconfiguring space to create a better work flow.

***Grants and Membership***

-Leslie Bednar reported Member Day will be held April 18<sup>th</sup> at the Keller convention center. We have confirmation of \$2500 in sponsorship donations vendors covering most costs of the event.

***Administration***

-Currently working on budget in addition to putting last touches on draft Plan of Service to share with the board.

**Open Meetings Act Compliance**

-Sandy West reported we are maintaining compliance.

**Committee Updates:****Advocacy**

-Sandy West reported the committee did not meet. Will meet again May 4.

**Finance**

-Tina Hubert reported finance committee met and had a routine meeting. Next meeting is Tuesday May 9.

**Personnel**

-Geoff Bant reported a few minor changes were made to the personnel code to be consistent with opinion from Attorney General and the meeting was very short. No meeting scheduled for May yet.

**Facilities and Operations**

-Sarah Isaacs reported the committee did not meet. The next meeting is May 8, 4pm.

**Policy & Membership**

-Sara Zumwalt reported the committee met in April, and two members libraries did not meet the minimum standards and committee voted for recommendation to suspend. No changes necessary on our part. East St. Louis School District has not submitted their paperwork yet.

**Nominating Committee**

-The election has closed. They meet again April 21. They have to remove duplicates from the survey in order to determine finals. We had approximately 125 participants in voting.

***Unfinished Business:*****Champaign Office Roof Replacement**

-Leslie Bednar reported KingLar submitted the final invoice for \$152,695.00

***New Business:*****Copyright Reform Resolution**

-Tina Hubert motion to send resolution to full board for acceptance. Sara Zumwalt second. Motion carried.

**Membership Considerations**

-The committee agrees to send this to the full board.

**FY2018 System Area & Per Capita Grant**

-Leslie Bednar reported the level of funding will be at flat funding at the FY2015 level. The budget will be built with the thought of which items could be removed if need be. There are some items we will need to consider removing however we would like to be able to continue to focus on the rebranding/advocacy movement. There are also changes to the Champaign building that will be necessary to improve safety and efficiency for delivery. IHLS also needs to add an IT staff member because the vacated position was never filled.

**April Board Meeting**

-Sarah Isaacs will begin and lead meeting until Sandy arrives from workshop.

**Open School Library Representative Seat**

-Sandy West requested approval to bring recommendation of Tiffany Droege to fill open School Library Representative seat to full board. Sara Zumwalt motion to accept. Geoff Bant second. Motion carried.

**Director's University**

-Leslie Bednar discussed the continuing education opportunity to be held the first week of June in Springfield. It is an effort to offer the training that has generally been offered through the Statewide Public Library Management Institute (SPLMI). ILA is the fiscal agent and all public library directors who submitted an application were accepted.

**Proposed Changes to IHLS Financial Policy****Proposed Changes to IHLS Financial Procedures and Practices****Proposed Changes to IHLS Investment of Public Funds Policy**

-Sandy West request all items be moved together to the full board. Geoff Bant motion to accept. Sarah Isaacs second. Motion carried.

**IHLS Board Training**

-Leslie Bednar reported due to the opportunity for IHLS to hold an all staff day, board and staff training will be coordinated to focus on advocacy. Board training will be held July 18 in Effingham.

**Review April Board Meeting Agenda**

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

**Public Comment**

-None

**Announcements**

-July 20<sup>th</sup> is a CARLI (Consortium of Academic and Research Libraries in Illinois) no-delivery day. This allows IHLS and RAILS (Reaching Across Illinois Library System) to schedule all-staff days.

**Adjournment**

- Tina Hubert motion to adjourn. Sarah Isaacs second. Motion carried. Adjourned at 5:12 p.m.