



# Illinois Heartland Library System

Attachment 4.0

## EXECUTIVE COMMITTEE MEETING

Date: November 15, 2016

Time: 3:30 p.m.

(via ZOOM)

6725 Goshen Road, Edwardsville, IL 62025

### Call to Order

- Sandy West called the meeting to order at 3:30 pm

### Roll call

Sandy West

Sarah Isaacs

Rachel Fuller

Tina Hubert

Geoff Bant

### Others present:

Leslie Bednar

Stacie Bushong

### Public Comment

-None

### Approval of October 14, 2016 minutes

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

### Administrative Updates:

#### **Accounting**

-Leslie Bednar reported we are currently evaluating the Fair Labor Standards Act (FLSA) overtime rule change effective December 1, 2016, and how it will be implemented.

#### **IT**

-Leslie Bednar reported we are currently evaluating new firewall options for improved data security and are currently testing one at the Edwardsville location.

#### **Facilities and Operations**

-Leslie Bednar reported the roof replacement has been started at the Champaign location and more damage was found than was initially anticipated.

12/2/2016

### ***Grants and Membership***

-Leslie Bednar IHLS conference attendance work is done for now. An IT staff member was awarded a scholarship to attend Innovative User Group conference. IHLS received \$75,000 Walmart grant to help the smallest public libraries with creating a discoverable collection, to maintain a web presence and provide Wi-Fi access for their patrons.

### ***Administration***

-Stacie Bushong reported on the Lean Government training she completed and recommended moving forward with practices after the first of the year. Also setting up Reverse Strategic Planning sessions for all IHLS staff.

-Leslie communicating with Dee Brennan (executive director, RAILS) re: ILDS subcontractor agreement.

### **Committee Updates:**

#### ***Advocacy***

-Sandy West reported they established the target audience and goals.

#### ***Finance***

-Tina Hubert reported all members attended the meeting. They addressed the usual business and decided to send edits to the financial policy to the Illinois State Library for review.

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

-Sarah Isaacs reported the committee addressed usual business. They are currently exploring heat options for the Carbondale location because it was not previously used as office space.

#### ***Policy & Membership***

-Rachel Fuller reported one library district no longer qualifies for system membership and they will be recommending suspension. The Brighton Public Library vote passed to separate the school system from public library. The committee will be working on policy for the new travel reimbursement law and creating language for event sponsorship.

#### ***Personnel***

-Geoff Bant reported the committee did not meet.

### **Unfinished Business:**

#### ***Board Meeting Locations***

-Approved adding Southeastern College and Decatur Public as board meeting attendance sites. Willing to consider adding additional sites in the future based on interest of those want to attend future meetings. Motion by Sarah Isaacs, second by Rachel Fuller. Motion passed.

#### ***Vendor Offers***

-Moved this discussion to Communications Team to properly word statement about IHLS being the agency to make vendor offers to libraries.

#### ***ESSA/Advocacy***

-Leslie Bednar will reach out to Patti (ISLMA president) to see if it is possible to offer VTEL sites to give more libraries the ability to attend the ESSA listening tour.

12/2/2016

***Brighton Public Library***

-Leslie Bednar will reach out to library board to receive more information on status of the library after the referendum.

**New Business:**

***Nominating Committee***

-The committee will have information regarding open seats ready before the board meeting. Motion to accept committee recommendation: Sarah Isaacs, Rachel Fuller second. Motion passed.

***Conflict of Interest***

-Form shared with the committee. No changes recommended.

**Review November Board Meeting Agenda**

-Committee made a few adjustments to the draft agenda to finalize.

**Public Comment**

-None

**Announcements**

-There will be email training for the board at 4:30 prior to the November meeting.

**Adjournment**

-Sarah Isaacs motion. Tina Hubert second. Motion passed. Adjourned at 4:57 pm.