



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING

January 17, 2017 3:30 p.m.

via Zoom at: <https://zoom.us/j/667948191>

6725 Goshen Road, Edwardsville, IL 62025

618-656-3216

Members: Sandy West, President
Sarah Isaacs, Vice President
Rachel Fuller, Secretary
Tina Hubert, Treasurer
Geoff Bant, Member at Large

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of December 15, 2016 Minutes (**Attachment 4.0**)
5. SHARE Update
6. Administrative Updates
 - a. Accounting and Human Resources
 - b. IT
 - c. Facilities and Operations
 - d. Membership and Grants
 - e. Administration
7. Open Meetings Act Compliance
8. Committee Updates
 - a. Advocacy
 - b. Budget and Finance
 - c. Facilities and Operations
 - d. Membership and Policy
 - e. Personnel
 - f. Nominations
9. Unfinished Business
 - a. Illinois Library Delivery Service (ILDS)
 - b. ESSA (Every Student Succeeds Act) (**Attachment 9.1**)
 - c. Champaign Office Roof Replacement
10. New Business
 - a. Local Government Travel Expense Control Act (**Attachment 10.1**)
 - b. System Board Authority
 - c. Open Board Position
11. January Board Meeting Agenda (**Attachment 11.1**)
12. Public Comment
13. Announcements
14. Adjournment

The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific requirements.



EXECUTIVE COMMITTEE MEETING MINUTES

Date: December 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 – joined meeting at 3:36

Rachel Fuller

Tina Hubert – left meeting at 4:30

Geoff Bant – joined meeting at 4:21

Others present:

Leslie Bednar

Stacie Bushong

Public Comment

-None

Approval of November 15, 2016 minutes

-Rachel Fuller motion. Tina Hubert second. Motion passed.

SHARE Update

-The fee and finance committee met and voted to propose a fee increase of 5% for FY2018. They will present the recommendation to SHARE Executive Council at their January meeting.

Administrative Updates:

Accounting

-Leslie Bednar reported the accounting department is completing end of calendar year tasks. They began sending “advice of payment” check stubs to staff via email. Soon to be moving to electronic time sheets.

IT

-Leslie Bednar reported IT is currently working on a survey for board members to assess home/work computer peripherals for participation in ZOOM meetings.

1/13/2017

Facilities and Operations

-Leslie Bednar reported the heating issue for the delivery staff at Carbondale has been resolved. They are looking at improvement options for loading in Carbondale.

Grants and Membership

-At the request of the Illinois State Library, IHLS staff are reviewing proposed RAILS membership standards. Membership certification begins January 3.

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. Committee 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 did not meet.

Policy & Membership

-Rachel Fuller reported the committee did not meet.

Personnel

-In Geoff's absence, Leslie reported the committee met December 8 and approved draft language on three proposed changes to the Personnel Code. Proposed changes will go to the full board in January.

Unfinished Business:

Illinois Library Delivery Service (ILDS)

-The contract is still being negotiated. The processes are improving and we hope to have the final contract signed soon.

ESSA (Every Student Succeeds Act)

-Leslie Bednar and Ellen Popit attended the Decatur listening tour stop on December 8. IHLS is drafting a formal response to the Illinois State Board of Education regarding the proposed Illinois version of the act.

Brighton Memorial Public Library District

-No official documentation has been seen, but IHLS was informed by their board president that a judge ruled in late November that library service will remain in village limits.

Champaign office Roof Replacement

-The Finance committee made a motion to present to the Board to authorize funds in advance of contractor's estimate to complete the remaining portions of the roof. Any additional materials required beyond this higher funding level would be considered first by the Executive Committee. The Executive Committee would determine if any further expenses required authorization of the full board to proceed. Motion by Rachel, second by Geoff, to accept Finance committee motion. Motion passed.

New Business:

Policy on Meetings via Electronic Means

-Discussion revolved around open mics during meetings and the challenge it poses for small libraries with one staff member or school librarians who interact with a student during a meeting. Decided it is time to reconsider connection between the Open Meetings Act and our policy regarding meeting transparency. Motion by Rachel, second by Sarah to ask Membership and Policy Committee to review current policy. Motion passed.

Review November Board Meeting Agenda

-Agenda approved as sent.

Public Comment

-None

Announcements

-A poll will be sent to determine the next meeting date and time.

Adjournment

-Rachel Fuller motion. Sarah Isaacs second. Motion passed. Adjourned at 4:59 pm.

December 20, 2016

Dr. Tony Smith
State Superintendent of Education
Illinois State Board of Education
100 West Randolph Street, Suite 4-800
Chicago, IL 60601-3223

RE: Every Student Succeeds Act (ESSA) State Plan

Dear Dr. Smith,

Thank you for the opportunity to comment on the second draft of the Every Student Succeeds Act (ESSA) State Plan. Your organization's efforts to gather input from stakeholders regarding ESSA are an important first step to improving outcomes for students in Illinois public schools.

The Illinois Heartland Library System (IHLS) provides services such as library materials delivery and automation support to 524 member libraries in central and southern Illinois. As a multi-type library system, our largest group of members is school libraries with 233 school districts represented. From the larger library perspective we can confidently attest to the need for and value of highly effective school librarians in our communities.

In the larger context, the school library is part of a continuum of libraries that begins with a partnership with the local public library as an early literacy supporter. Highly effective school librarians reach out to public libraries in their communities to ensure the continuity of service for readers in their charge when schools are not in session. Some communities in our service area do not benefit from both a public and school library, and students are denied constant access to reading materials and other resources.

For example:

>>Dieterich Community Unit #30 is staffed by a highly effective school librarian. There is no public library in the community and the nearest public library is in Effingham, about 11 miles away. The school library has provided limited summer access to students to continue their literacy efforts. The highly effective (and motivated) school librarian makes student reading skills a priority year-round.

As students move forward to public school matriculation, a third type of library often enters their point of view: the academic library. Studies have shown the connection between school

library effectiveness and higher education achievement. Students who have been the beneficiaries of strong school library programs are better prepared for the rigors of library research required in most institutions (2- and 4-year) of higher education as they are already familiar with research methods. Highly effective school librarians can determine the future course of college-bound high school students.

The communication and interaction of school library staff with their peers in other types of libraries is encouraged by IHLS for several reasons. It furthers the sharing of resources which benefits smaller libraries (especially school and public) in serving their patrons. A highly effective school librarian takes advantage of these opportunities to improve outcomes for those in their charge, and in turn improves the broader library community as well.

We strongly encourage ISBE to:

--Include a definition of library resources in ESSA as the physical and digital materials in the collection as well as the library *staff*. Highly effective school librarians are resources in and of themselves.

--Correct funding disparities in communities to address districts without access to a school library program and/or a highly effective school librarian.

With appreciation for your dedication to and support of our state's children, I thank you for your consideration.

Sincerely,



Leslie M. Bednar

cc: Sandy West, President
IHLS Board of Directors

Patty Fleser, President
Illinois School Library Media Association

LOCAL GOVERNMENT
(50 ILCS 150/) Local Government Travel Expense Control Act.

(50 ILCS 150/1)

Sec. 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.
(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/5)

Sec. 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/10)

Sec. 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/15)

Sec. 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/20)

Sec. 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of

this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/25)

Sec. 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

(Source: P.A. 99-604, eff. 1-1-17.)