



## Board of Director Meeting Minutes

September 27, 2016

5:00 pm

- **Carbondale Office:** 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711
- **Champaign Office:** 1704 W. Interstate Drive, Champaign, IL 61822, 217-352-0047
- **Edwardsville Office:** 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
- **Illinois State Library,** Gwendolyn Brooks Bldg., 300 South 2<sup>nd</sup> Street, Springfield, IL 62701, 217-785-5600

3	Approve the September Consent Agenda <ul style="list-style-type: none"> <li>a. Approval of July 21, 2016 Minutes</li> <li>b. Approval of August 23, 2016 Minutes</li> <li>c. SHARE Report</li> <li>d. Staff Activity Report</li> <li>e. Operations Report</li> <li>f. IT Report</li> <li>g. Membership Report</li> </ul>	Approved
4	Approve the September 2016 Bills	Roll Call – Approved
5	Accept the Financial Reports	Approved
6	Accept the Library System Annual Report	Approved
10.a	Accept the Staff Update	Roll Call - Approved
10.c	Accept Personnel	Roll Call - Approved
14.b	Accept FY2017 Health Insurance for Staff	Roll Call - Approved
15.a	Accept Champaign Office Roof Bids	Roll Call - Approved
	Adjourn	Roll Call - Approved

### Call to Order

-Sandy West called the meeting to order at 5:11 pm

### Roll Call

#### Board Members:

Edwardsville: Mary Beil, Gary Denué, Tina Hubert, Sandy West, Sara Zumwalt

Carbondale: Clyde Hall

Champaign: Geoffrey Bant, Sarah Isaacs, Beverly Obert, Charlene Topel

Illinois State Library: Rachel Fuller

By phone: Jim Fenton, Gary Jones (entered at 5:13), John Phillips

Absent: Mary Barteau excused absent

#### Other Attendees:

Carbondale: Arlanna Fries, Troy Brown

Champaign: Janet Cler, Mary Johnston

Edwardsville: Leslie Bednar, Stacie Bushong, Colleen Dettenmeier, Shirley Paden, Adrienne Elam, Chris Dawdy, Josh Andres, Brandon Chapman, Rhonda Johnisee, Julia Pernicka, Susan Palmer

Illinois State Library: Debra Aggertt, Pat Burg, Gwen Harrison, Greg McCormick

### Consent Agenda

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-Tina Hubert motion, Gary Denu second. Motion passed.

### **Approval of Bills August 2016**

-Tina Hubert motion, Sara Zumwalt second. Motion passed by roll call.

### **August Financial Reports**

-Tina Hubert motion, Gary Jones second. Motion passed.

### **FY2016 Library System Annual Report**

-Jason Andre from Scheffel Boyle reviewed the audit and financial statements. They presented a clean opinion. No compliance notations on the single audit. Jason complimented the accounting department on their timeliness and cooperation providing documentation for audit requests. Tina Hubert motion, Gary Jones second. Motion passed by roll call. Tina Hubert motion to pass Financial Audit and Narrative and Tabular Report, Clyde Hall second. Motion passed.

### **FOIA Update**

-None

### **Public Comment**

-None

### **Communication**

-Leslie Bednar shared the approval for the FY2017 System Area & Per Capita Grant in the amount of \$1,989,670.98 from Secretary of State Jesse White. Shared information about the Brighton Memorial Public Library situation and stated she, Ellen Popit and Chris Dawdy will attend an informational meeting to answer questions and demonstrate support for the library.

### **Staff Report**

#### Staff Update

-Sandy West recommended a contract for the Executive Director and a raise for IHLS staff. Tina Hubert motion, Jim Fenton second passed roll call.

#### Secondary Employment

-None

#### Personnel

-Tina Hubert moves to approve new contract for Leslie Bednar pending attorney review, Jim Fenton seconds. Motion passed. Tina Hubert recommended the staff receive a 3% increase retroactive to July 1, 2016, and the Executive Director receive a 5% increase with the same terms. Tina Hubert motion, Sara Zumwalt second. Motion passed by roll call.

### **Illinois State Library Report**

- Greg McCormick provided an update on grant awards to date in FY2017: Literacy Program Grant, Project Next Generation Grant, Library System Area and Per Capita Grant. Application will soon be available online for Public Library Per Capita Grant with an anticipated funding rate of 77 cents per capita. Equalization Grants will be fully funded. It is anticipated School Library Per Capita Grant with a funding rate of 60 cents per student. ISL is currently accepting applications for the Live and Learn Grant, due mid-January. Technology grants awarded to IHLS; \$360,000 to the Cataloging Maintenance Center, \$159,000 for OCLC billing project, and \$8,200 for The MARC of Quality project.

### **Committee Reports**

#### Executive

- Sandy West reported committee discussed what all committees are doing. Reviewed cash fund forecast document, roof bids for Champaign and brief discussion on vendor offers.

#### Finance

- Tina Hubert reported committee discussed bills/invoices and cash position, the Champaign roof repair bids which they approved. Next meeting is scheduled for October 12.

#### Membership & Policy

- Rachel Fuller reported the committee established regular meeting day and time. They discussed member libraries Centerville Public, Tilden Public, and East St Louis Community College. Also discussed Brighton Public Library. They were happy to have had 40 participants for the Members Matter meeting. ESSA (Every Student Succeeds Act) and our role, encouragement to libraries.

#### Facilities & Operations

- Sarah Isaacs reported committee did not have a quorum. Next meeting is October 10.

#### Personnel

- Geoff Bant reported meeting was brief as there was a short agenda. They set their next meeting to discuss policy recommendation changes to be presented by Leslie Bednar.

#### Advocacy Committee

- Sandy West reported they held the first meeting and worked with Pat Wagner on getting a start on what committee will do. Next meeting to finalize goals, how long the committee will work, assigning other committee members.

#### **Board Citation Review**

- Illinois Library System Act (75 ILCS 10) – Sandy West presented review of citation to board. Next month Ellen and Leslie will present on the Administrative Code relevant to the act.

#### **Unfinished Business**

##### **State Budget Situation**

-None

##### **FY2017 Health Insurance**

- Leslie Bednar reviewed insurance bids from current provider and a new broker. The current provider Coventry had a proposed increase of 20%. United HealthCare offered a base plan and a buy-up option. The buy-up option would allow employs to participate in their health insurance costs and reduce their annual deductible from \$3000 to \$1000. Tina Hubert motion to accept United HealthCare proposal, Gary Denu second. Passed by roll call vote—13 Aye, 1 No.

#### **Facilities**

- None.

#### **IHLS Priorities**

- Leslie Bednar shared info on the staff Priorities group which works in tandem with Advocacy committee. The group will be doing reverse strategic planning exercise that will engage all staff and take a critical look at daily activities. Goal is to continue work on priorities expressed in FY2017 Plan of Service and reassign duties where possible to allow adequate time to support board advocacy initiative.

#### **New Business**

##### **Champaign Office Roof Bids**

- Leslie Bednar stated the roof on our Champaign building is the original and can no longer be patched. New leaks have developed. Sought three bids and two firms returned offers. John Phillips recommends acceptance King Lar bid, Bev Obert second. Passed by roll call.

**Agenda Building**

- Vendor offers, status of videoconferencing system, and ILDS (Illinois Library Delivery System) will be added to the October board agenda.

**Public Comment**

-None

**Announcement**

- Sandy West reminded board members to send biographical information and photos for the website, and to register on L2 for all meetings. Also encouraged board members to attend ILA in October if possible. Tina Hubert announced Six Mile Regional Public Library's longest serving employee, Greg McGee, is retiring after 43 years. They wish to publicly express their appreciation to Greg for his generosity and acknowledge the lasting impression he made on the library. Betsy Mahoney assumes the role of branch manager as of Saturday, September October 1. John Phillips announced candidacy for the Decatur Mayor.

**Adjournment**

-Tina Hubert motion, Mary Biel second. Adjourned 6:56 pm