

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

January 16, 2023

Time: 3:00 p.m.

Call to Order

Josh Short called the meeting to order at 3:00 p.m.

Roll Call

Members present: Karen Bounds, Stacey Carter, Josh Short

Members absent: Loretta Broomfield, Chastity Mays

Others present: Leslie Bednar, Stacie Bushong, Kevin Latoz

Public Comment

None

Approval of November 16, 2022 Minutes

A motion and second were made to approve the November 16, 2022 minutes. Motion Carried unanimously by roll call vote.

SHARE Update

The executive director reported SHARE held their annual member meeting last week. The Aspen Discovery Layer, a system that integrates with eContent and other third-party providers, giving library patrons comprehensive access to all materials in one place, will need at least 25 members to sign up in order to move forward.

Administrative Updates

Accounting and Human Resources

The executive director reported the budget and operational plan are underway for the FY2024 System Area and Per Capita grant. HR has been working with staff to learn and utilize LinkedIn learning.

IT

The executive director reported one IT team member recently resigned and currently the remaining staff are filling in to cover that position's duties. The Web Administrator has been doing a lot of work getting the new website up to speed.

Facilities and Operations

The executive director reported the new Delivery and Facilities director, and operations management team completed their review of delivery and sorting in each location. Edwardsville and Carbondale will match the sorting process currently being used in Champaign to improve efficiency and consistency.

Membership and Grants

The executive director reported the last three grant applications, 2 for the Mobile Memory Lab, and one for the purchase of nonresident cards. The trustee training grant is moving forward, and certification is underway.

Administration

The executive director reported she met with the Reaching Across Illinois Library System (RAILS) interim executive director to discuss projects of mutual interest. Several members of IHLS staff have reached out to their counterparts at RAILS to begin collaborating. After a number of retirements in FY2022 and FY2023 it is time to look at succession planning. Currently standard operating procedures are being created to help prepare for future retirements. The executive and associate director met with Heidi Smith (Executive Director, Highland Park Public Library) who chaired the Secretary of State's Transition Committee for library enhancements.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet.

Budget and Finance Committee

The committee held a routine meeting. Kevin Latoz was introduced as a new member and chair of the committee.

Facilities and Operations Committee

The committee did not meet due to lack of a quorum. They were sent a written update.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

The committee met and held a routine meeting in addition to reviewing staff handbook changes.

Nominating Committee

The committee is on schedule and the nominations period recently opened.

Unfinished Business**CARLI Office Construction**

The city still needs to perform their inspection.

Automatic Materials Handler Next Steps

Staff met with the member working group and all members of the group are excited about the possibilities. There are three possible site visits to tour facilities and observe automatic materials handlers currently in use.

New Business**Open Executive Committee Position**

Chastity Mays has resigned as Treasurer. Kevin Latoz has agreed to fill the position.

January Board Meeting Agenda

The committee reviewed the draft January board meeting agenda.

Public Comment

None

Announcements

None

Adjournment

A motion and a second were made to adjourn. Adjourned at 3:33 p.m.