

APPROVED BOARD OF DIRECTORS MEETING MINUTES

January 24, 2023

5:00 p.m.

3.1	Approve October 17, 2022 Minutes	Roll Call - Carried
3.2	Approve November 22, 2022 Minutes	Roll Call - Carried
3.3	Approve Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the November 2022 Bills	Roll Call - Carried
5.1	Accept the December 2022 Bills	Roll Call - Carried
6.1	Accept the December 2022 Financial Report	Roll Call - Carried
11.1	Approve the Staff Report	Roll Call - Carried
16a	Appoint Kevin Latoz IHLS Board Treasurer	Roll Call - Carried
16b	Approve IHLS Employee Handbook proposed Changes, January 2023	Roll Call - Carried
16c	Approve Destruction of Closed Session Recordings August 2020 – July 2021	Roll Call - Carried
16d	Approve Closed Session Minutes January 25, 2022 – June 21, 2022 to remain closed	Roll Call - Carried
	Adjourn	Roll Call - Carried

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Karen Bounds, Loretta Broomfield, Ann Chandler, Jenna Griffith, Sarah Hill, Ryan Johnson, Kevin Kelsey, Tammy Krouse, Kevin Latoz, Linda McDonnell, Josh Short, Kelley Sullivan

Absent:

Stacey Carter, Tiffany Droege, Chastity Mays

Other Attendees:

Jennifer Baugh, Danielle Beasley, John Becker, Leslie Bednar, Troy Brown, Stacie Bushong, Brandon Chapman, Leah Gregory, Rhonda Johnisee, Mary Johnston, Greg McCormick, Casey Parr, Sarah Taylor, Cassie Thompson, Jill Trevino, Anna Yackle

Approval of October 17, 2022, Minutes

A motion and second were made to accept the October 17, 2022, minutes. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Ann Chandler - no, Jenna Griffith - yes, Sarah Hill - yes, Ryan Johnson - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kevin Latoz - yes, Linda McDonnell - yes, Josh Short - yes, Kelley Sullivan - yes

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Approval of October 22, 2022, Minutes

A motion and second were made to accept the October 22, 2022, minutes. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Ann Chandler - no, Jenna Griffith - yes, Sarah Hill - yes, Ryan Johnson - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kevin Latoz - yes, Linda McDonnell - yes, Josh Short - yes, Kelley Sullivan - yes

Approval of Director & Staff Activity Report

A motion and second were made to approve the Director & Staff Activity report. Motion carried unanimously by roll call vote.

Acceptance of November Bills 2022

A motion and second were made to accept the November bills. Motion carried unanimously by roll call vote.

Acceptance of December Bills 2022

A motion and second were made to accept the December bills. Motion carried unanimously by roll call vote.

December 2022 Financial Report

The Finance Director shared the following report.

FY2023 Grants Status

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783, Library Trustee Training (LTT) \$156,844, and OCLC - \$160,318. IHLS has received 50% of the funding for CMC (\$331,391.50) and OCLC (\$80,159.00) grants. IHLS has received reimbursement for the first quarter expenditures of \$27,556.76 for the LTT grant. IHLS received the 2nd half of the CMC and OCLC grant funds this month and they will be reflected on next month's financial statements. Also, we submitted a request for reimbursement of \$33,909.01 to ISL with the 2nd quarter grant report.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted. In December, IHLS received the 5th Live and Learn allocation check of \$365,166.66 and to date, IHLS has received \$2,894,963.15 or approximately 74% of the FY2023 SAPG.

December 2022 Financial Reports

The financial reports included in the board packet represent IHLS' financial activities through December 31, 2022.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2023 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2023 Budget." As of December 31, 2022, the target benchmark of the remaining budget should be 50% for all budget line items.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals" are above YTD Budget by 46.6%.

The majority of this is due to receiving 74% of SAPG, and we have received revenue in the Investment Income of over almost \$61,000 than what was budgeted for the year due to the IL Funds' high interest rate. As of today, the IL Funds interest rate is at 4.291%. Total Expenses YTD Actuals are below YTD Budget by 15.0%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,394,267.55 represents 92.0% of the projection in the FY2023 budget. As of December 31, 2022, 99.3% of that amount has been collected.

SHARE's Investment Income is \$25,000 over what was budgeted for the year due to IL Funds' performance. Total Expenses YTD Actuals are below YTD Budget by 3.7%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of December 31, 2022, the General Fund cash balance was \$6,319,282.37. This balance would fund IHLS General Fund operations an estimated 16.2 months based on the FY2023 approved expenditure levels.

SHARE

Cash and Cash Equivalents as of December 31, 2022, the SHARE cash balance of \$2,996,591.29 represents \$1,261,551.64 of SHARE Reserve Funds, \$102,589.66 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,632,449.99 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 10.1 months based on the FY2023 operations budget.

A motion and second were made to accept the December 2022 Financial Report. Motion carried unanimously by roll call vote.

FOIA Update

A commercial FOIA request from Smart Procure was received for purchasing information records. This is a regular quarterly request, and it was filled within the time allowed.

OMA Update

None

Public Comment

None

Communication

The executive director shared sad news about the passing of a driver from the Edwardsville office.

The Executive Director reported about the Reaching Forward South Conference scheduled for April 14, 2023. More details can be viewed on the conference site that went live today. Betsy Mahoney (Six Mile Regional Library District, Granite City) is the conference chair, with Loretta Broomfield and Cassandra Thompson also on the committee. Board members and their staff were encouraged to sign up.

Illinois Library Association (ILA) Legislative Meetups

The Public Library Membership Coordinator reported ILA is exploring a new format for Legislative meetups. The first will be held February 23, 2023. The purpose of this meeting will be to educate the legislators on the value and potential of libraries. The February 27 meeting will be an instructional session for libraries to help them to prepare to advocate for themselves and is open to all Illinois libraries.

Board Learning: IHLS Election Process

The Executive Assistant presented the Power Point, "Board Learning: IHLS Election Process."

IHLS Public Media Promotion of School Libraries

The Executive Director reported two years ago IHLS partnered with WSIU TV, which is part of public broadcasting in Carbondale. The first spot featured public libraries and efforts to continue services to patrons during the height of the COVID-19 pandemic. A promotional video was shared during the meeting. This year the focus will be on school libraries.

Staff Report

Staff Update

A motion and second were made to approve the staff update. Motion carried unanimously by roll call vote.

Secondary Employment – IHLS Staff

None

Personnel

None

Illinois State Library Report

The new Secretary of State has been seated and ISL staff have been working with the transition team. Planning for the State Library Advisory committee meeting is underway. School library outreach and data collection will be reported. Staff is focused on the completion of two reports for the Institute of Museum and Library Service (Library Services and Technology Act and the American Rescue Plan Act funding). Staff is also completing the final review of school library grants.

Committee Reports

Executive

The committee chair reported the committee met and held a routine meeting in addition to reviewing items listed later on this agenda.

Budget and Finance

A committee member reported the committee met and held a routine meeting.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

Personnel

The committee chair reported the committee met and discussed the updates to the employee handbook and the position changes listed in the staff update.

Advocacy and Education

The committee did not meet.

Nominating

The Executive Director asked if there were any questions about the report submitted by the Nominating committee chair. No questions were submitted.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The Membership Coordinator School Liaison reported the committee met and discussed the ongoing school library project, and it is the second year of collecting information during certification. The group is preparing to launch a data dashboard, and schools are already reaching out about advocacy. She attended the Censorship Summit, and schools are beginning to plan to be more proactive with book challenges. A rapid response team is being formed to assist schools during book challenges. Planning is underway for a school library training event in Fall 2023.

Illinois Library Association (ILA)

Board member Ryan Johnson reported the committee discussed the Reaching Forward South conference and its importance due to its location and access to more rural locations. Nominations for the executive board were announced and two IHLS library members, Amy Byers (Chatham Public Library District) and Ashley Stewart (Caseyville Public Library District) were nominated.

Illinois State Library Advisory Committee (ISLAC)

The board president reported the committee meets later this week and there will be an update at the February board meeting.

Unfinished Business

Member Day 2022

The Member Day Project Manager shared a thank you to the Member Day team for their hard work. The event had more attendees than ever with 425 people registered including the largest number of school librarian attendees who each also earned 5 professional development hours. Overall, the event rating was successful, and received positive feedback.

CARLI Office Construction

The Executive Director reported all milestones in the construction project have been completed. CARLI's office furniture was moved in yesterday.

Automatic Material Handler Next Steps

The Executive Director reported a successful first meeting with the member working group which shared recommendations for learning more from members and a positive approach to the project. In the near

future, the Annual Delivery Services Survey will be released that includes questions relative to the AMH project. Field trips are scheduled to look at AMH installations in Illinois and St. Louis, Missouri.

New Business

Appoint Kevin Latoz IHLS Board Treasurer

A motion and second were made to appoint Kevin Latoz to the position of board treasurer. Motion carried unanimously by roll call vote.

IHLS Employee Handbook Proposed Changes, January 2023

A motion and second were made to approve the IHLS Employee Handbook proposed changes, January 2023. Motion carried unanimously by roll call vote.

Destruction of Closed Session Recordings August 2020 – July 2021

A motion and second were made to approve the destruction of closed session Recordings August 2020 – July 2021. Motion carried unanimously by roll call vote.

Review of Closed Session Minutes January 25, 2022 – June 21, 2022

A motion and second were made to approve keeping closed session minutes January 25, 2022 – June 21, 2022 closed. Motion carried unanimously by roll call vote.

Agenda Building

No items added.

Public Comment

None

Announcements

The board president reminded board members to complete their review of the required citations and to turn in the form no later than March 28, 2023. The Executive Assistant will email the documents.

Adjournment

Adjourned at 6:02 p.m.