

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

February 21, 2023

Time: 5:00 p.m.

Call to Order

Loretta Broomfield called the meeting to order at 5:02 p.m.

Roll Call

Members present: Loretta Broomfield, Stacey Carter, Kevin Latoz

Members absent: Karen Bounds, Josh Short

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of January 16, 2023, Minutes

A motion and second were made to approve the January 16, 2023, minutes. The motion carried unanimously by roll call vote.

SHARE Update

The Executive Director reported the continued promotion of the Aspen Discovery layer to members. At last count, 73 SHARE member libraries committed to the product. This has proven to be popular with members, and a threshold of \$62,500 is required to implement. The SHARE Director will present information at next Tuesday's board meeting.

Administrative Updates

Accounting and Human Resources

Finance staff have been working on FY2023 budget projections, especially large purchases like delivery vehicles, the Edwardsville roof, and which building updates in Edwardsville can be completed in the remaining five months of the fiscal year.

IT

The IT Director has been meeting with colleagues statewide in advance of the notice of a funding opportunity for the Department of Commerce and Economic Opportunity(DCEO) Broadband, Equity, Access, and Deployment (BEAD) program. Staff are cautiously optimistic these will move some of the less-funded libraries to a level playing field with broadband implementation. Preparations are being made to roll out the necessary information to members

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

when the opportunity arises.

Facilities and Operations

The replacement of the Edwardsville roof is anticipated to begin in March. There is an impasse with vehicle replacements. For FY2023, staff targeted replacement of nine total delivery vehicles with a budget of \$343,000; IHLS has spent \$19,114.35 on the replacement of a van, leaving \$323,885.65 available to spend. The perfect storm of high demand and low availability, 40% increase in vehicle costs, IHLS financial policy procurement rules, and an aging fleet have caused this replacement issue. Bottom line: the budgeted funds will not go as far as anticipated, and it's necessary to replace as many vehicles as possible as soon as possible. Staff are looking into emergency procurement options, as vehicles do not stay on lots long enough for the bid process to play out.

Membership and Grants

IHLS will host a networking event on Thursday, April 13, for members attending the Reaching Forward South Conference in O'Fallon, Ill., on April 14. Collinsville Unit District #10 Middle School Librarian Michael Hayman received a Those Who Excel award from Governor Pritzker for excellence in education. From a library perspective, Mike is part of the Kahoks initiative, in collaboration with Ashley Stewart, Executive Director of Caseyville Public Library.

Administration

Secretary of State Giannoulas announced the inclusion of \$5M in the State Library's FY2024 budget for statewide databases. There was general consensus at the January Illinois State Library Advisory Committee (ISLAC) that libraries featured prominently, with a focus on school libraries and school library staff. Both the IHLS and Reaching Across Illinois Library System (RAILS) executive directors are working on in-person meetings with key staff this spring.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet.

Budget and Finance Committee

The committee held a routine meeting. The current state of the budget is good.

Facilities and Operations Committee

The committee did not meet.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

The committee did not meet.

Nominating Committee

The nominations deadline was extended since only two nominations were received for five open positions.

Unfinished Business

CARLI Office Construction

Consortium of Academic and Research Libraries in Illinois (CARLI) colleagues are settled and already booking the Champaign meeting room for their programs. A visual presentation on the new space will be shared at the February board meeting.

Automated Material Handling System Next Steps

On Feb. 3, many members of the AMH Working Group and IHLS staff toured the AMH area at the St. Louis County Library. It was helpful to see the equipment in use and for IHLS members to discuss how an AMH may impact their workflows. There was a tour of the AMH at the Champaign public library on Feb. 17, and a tour is scheduled at the Decatur public library on Feb. 24.

New Business

FY2023 Operational Plan Review

Staff are looking back through FY2023 to update activities and plan for FY2024.

Open Board Position

A board member recently resigned, creating an open board position.

February 2023 Board Agenda

The group reviewed the February board agenda.

Public Comment

None

Announcements

IHLS board members are encouraged to participate in the Illinois Library Association (ILA) trustee training online series beginning Saturday, March 4. Reach out to Stacie Bushong if you are interested and she will take care of registration.

Adjournment

A motion and second were made to adjourn. The motion carried unanimously by roll call vote. The meeting adjourned at 5:59 p.m.