

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

September 12, 2023

Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:01 p.m.

Roll Call

Members present: Karen Bounds, Tammy Krouse, Kevin Latoz, Linda McDonnell, Josh Short

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of Aug. 16, 2023 Minutes

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

Approval of Aug. 21, 2023 Minutes

A motion and second were made to approve the Aug. 21, 2023 minutes. Motion carried unanimously by roll call vote.

SHARE Update

SHARE Governance has announced there will be a need to increase member fees beginning July 1, 2024. SHARE has scheduled town hall meetings with members to answer questions.

Administrative Updates

Accounting and Human Resources (HR)

Accounting is still looking to hire a Senior Accountant but has been successfully managing the audit while short-staffed. HR has had four applications for the HR Source Grant. The Illinois Library Association (ILA) has agreed to add an additional forum for HR Administration.

IT

The new SHARE servers have arrived and are scheduled to be installed at the University of Illinois. Old servers will be repurposed in-house. Staff is testing Discord to use for Director's Chat instead of Adobe Connect. The state has published the first of its draft reports on increasing broadband services to citizens in Illinois. There will be a public comment period in

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the future. With the help of the IHLS IT Director, the Secretary of State's office has sent a public library service survey.

Facilities and Operations

The roof parapets in Edwardsville need adjustment and repair to keep water from not draining and sitting on the roof. The company that replaced the roof will not charge for the repairs.

Membership and Grants

The iLead Trustee Training portal was presented to the Illinois State Library staff, and they will be reviewing the content. IHLS staff has a meeting with legal counsel to make sure it's compliant. There has been a lot of positive feedback and comments.

Administration

At the end of August, the first IHLS & RAILS joint staff meeting took place. It was a positive experience, and there was a lot of valuable information exchanged and shared. The goal is to hold a meeting every other year. There is also discussion to hold a joint system board meeting in April.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Did not meet.

Budget and Finance Committee

The committee met and held a routine meeting and also heard from the auditor.

Facilities and Operations Committee

The committee meets later today.

Membership and Policy Committee

The committee met, tabled the Public Comment policy, and discussed the Meetings via Electronic Means policy. They also approved two new system members.

Personnel Committee

The committee meets Aug. 14.

Unfinished Business

FY2024 Annual Meeting

There are four speakers lined up to present at the meeting, and other planning is well underway.

New BusinessFY2023 Audited Financial Statements Draft

The committee reviewed the FY2023 Audited Financial Statement draft highlights.

Meetings via Electronic Means Policy Update (First Read)

The committee reviewed the Meetings via Electronic Means Policy.

Hiring Procedure

The committee reviewed the Hiring Procedure.

FY2025 Nominating Committee

The goal is to start the process in October this year to help the committee have enough time for recruitment.

October Agenda

The committee discussed topics for the October agenda.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 4:08 p.m.