

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

July 23, 2024

5:00 p.m.

**Carbondale Office:** 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711

**Champaign Office:** 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

**Edwardsville Office:** 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216

**C.E. Brehm Memorial Public Library:** 101 South Seventh Street, Mount Vernon, IL 62864-4114, 618-242-6322

**Illinois State Library:** Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, 217-782-2994

**Zoom**

3.1	Approve the FY2025 Election of Board Officers	Roll Call - Carried
4.1	Table June 25, 2024 Draft Meeting Minutes	Roll Call - Carried
5.1	Table July 10, 2024 Draft Meeting Minutes	Roll Call - Carried
6.1	Approve the Director and Staff Activity Report	Roll Call - Carried
7.1	Accept the 2024 Bills Minus the Ford Harrison Bill	Roll Call – Carried
	Accept the June 2024 Ford Harrison Bill	Roll Call – Carried
8.1	Accept the 2024 Financial Reports	Roll Call – Carried
13.1	Approve SHARE FY2025 Fee Increase Determination	Roll Call – Carried
14.1	Approve the Staff Report	Roll Call – Carried
18a	Approve Freedom of Information (FOIA) Officer	Roll Call – Carried
18b	Approve Open Meetings Act (OMA) Officer	Roll Call – Carried
18.3	Approve FY2025 Capital Projects Proposed Budget Amendment	Roll Call – Carried
18.4	Approve FY2025 SHARE Reserve Proposed Budget Amendment	Roll Call – Carried
18.5	Approve Statement of Support for Hiring of Certified School Librarians	Roll Call – Carried
18.6	Approve Special Resolution Acknowledging Ellen Popit’s ILA Luminary Award	Roll Call - Carried

### Call to Order

Karen Bounds called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members Present:

Carbondale: Karen Bounds, Loretta Broomfield, Ryan Johnson, Linda McDonnell, Michael Treece

Champaign: Emily Pickell

Edwardsville: Matthew Greider, Josh Short, Kristy Walker

ISL: Ann Chandler

Zoom: Frank Buckingham, Kim Dykstra, Sarah Hill, Kristi Lear

#### Other Attendees and Guests:

Carbondale: Leslie Bednar, Troy Brown, Stacie Bushong, Colleen Dettenmeier, Carol Hogan-Downey, Leah Gregory, John Kirchner, Kate Kite, Ellen Popit, Jill Trevino

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Champaign: Laura Flessner, Angela Thompson

Edwardsville: Matt Caskey

ISL: Greg McCormick

Zoom: Jennifer Baugh, John Howard, Rhonda Johnisee, Shirley Paden, Casey Parr

### **Election of Officers** ([Attachment 3.1](#))

Board members discussed the voting process and eligibility for officer positions.

There was a motion and second to accept the election results. Motion carried unanimously by roll call vote.

- President – Karen Bounds
- Vice-President – Linda McDonnell
- Secretary – Ryan Johnson
- Treasurer – Sarah Hill

### **Special Resolution** ([Attachment 18.6](#))

A motion and second were made to approve the Special Resolution recognizing Ellen Popit as an ILA Library Luminary. Motion carried unanimously by roll call vote.

### **Approve June 25, 2024** ([Attachment 4.1](#)) **Minutes and July 10, 2024** ([Attachment 5.1](#)) **Meeting Minutes**

Board members discussed a letter from the Illinois State Library regarding the draft meeting minutes and the Open Meetings Act.

A motion and second were made to table the June 25, 2024 and July 10, 2024 minutes. Motion carried unanimously by roll call vote.

### **Director & Staff Activity Report** ([Attachment 6.1](#))

No discussion.

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

### **Acceptance of June Bills 2024** ([Attachment 7.1](#))

A motion and second were made to approve the June 2024 bills with the exception of the Ford Harrison bill for a separate vote. Motion carried unanimously by roll call vote.

A motion and second were made to approve the Ford Harrison bill. Motion carried by roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – no, Ann Chandler – no, Kim Dykstra – yes, Matthew Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes.

### **June 2024 Financial Report** ([Attachment 8.1](#))

The Finance Director shared the following report.

### **FY2024 Grants Status**

IHLS has received written approval on the following FY2024 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - \$686,693, iLEAD Library Trustee Training

(LTT) - \$269,900, and Online Computer Library Center (OCLC) - \$168,532. IHLS has received 100% of the CMC and OCLC grant funds. The CMC grant had \$20,992.64 in unspent funds that will be returned to the Illinois State Library. IHLS has received reimbursement for the first, second, and third quarter expenditures of \$196,293.95 for the iLEAD LTT grant. There are \$73,606.05 remaining iLEAD LTT funds that are due from the Illinois State Library. IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02. IHLS has received 100% of the FY2024 SAPG.

### **June 2024 Financial Reports**

On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2024 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2024 Budget". As of June 30, 2024, the target benchmark of the remaining budget should be 0% for all budget line items.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date "YTD" Actuals are above YTD Budget by 5.1%. This is due to interest income earning \$188,637.22 above budget. Total Expenses YTD Actuals are below YTD Budget by 10.0%. The largest areas of savings are from personnel due to declining of health benefits from some full-time staff, unspent costs in building and grounds, and vehicle maintenance along with fuel cost savings.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,570,872.57 represent 101.1% of the projection in the FY2024 budget. As of June 30, 2024, 98.8% of that amount has been collected. Also, SHARE's investment income is recorded at the end of the year as \$76,913.10 over the budgeted amount. Total Expenses YTD Actuals are below YTD Budget by 9.3%. The largest areas of savings are from personnel due to the declining of health benefits from some full-time staff, savings in travel, and the Aspen costs being lower than budgeted.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents as of June 30, 2024, the General Fund cash balance was \$5,031,884.14. This balance would fund IHLS General Fund operations for an estimated 12.4 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and the iLEAD LTT grant for an estimated 11.7 months.

#### **SHARE**

Cash and Cash Equivalents as of June 30, 2024, the SHARE cash balance of \$2,197,167.88 represents \$1,077,230.72 of SHARE Reserve Funds, \$37,722.66 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,082,214.50 Unrestricted (SHARE operations). The Unrestricted Funds would fund SHARE operations for approximately 6.0 months based on the FY2024 operations budget.

No discussion.

A motion and second were made to accept the June 2024 Financial Report. Motion carried unanimously by roll call vote.

**FOIA Update**

A commercial request from Smart Procure was received. It is a regularly quarterly request filled in the time allowed.

**OMA Update**

None

**Public Comment**

None

**Illinois State Library Report**

Greg McCormick reported System Area & Per Capita Grant (SAPG) awards should be going out soon. Currently, the system should continue to operate under FY2024 funding amounts. Secretary of State Giannoulis is going to have a press conference regarding the library technology grants that have been awarded on July 31 at the Cahokia Public Library. ISL will have a significant presence in the secretary's tent at the Illinois State Fair.

**Communication** ([Attachment 13.1](#))

No discussion.

The executive director reviewed outreach and communications regarding the SHARE FY2025 fee increase process.

**Staff Report**

Staff Update ([Attachment 14.1](#))

No Discussion.

There was a motion and second to approve the staff report. Motion carried unanimously by roll call vote.

Personnel

None

**Committee Reports**Executive

The committee did not meet.

Budget and Finance

The committee met and held a routine meeting in addition to other items later in this agenda.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

### Personnel

The committee did not meet.

### Advocacy and Education

The committee did not meet.

### **Partnership Reports**

#### Association of Illinois School Library Educators (AISLE)

The SLATE data dashboard is up and running with plans for continuing education on how to use it for advocacy. The task force for a certified librarian in every school is still meeting with a break in July. The Illinois School Library Workers Symposium for 2024 will take place on Sept. 23. IHLS along with Reaching Across Illinois Library System (RAILS), the Illinois Library Association (ILA), and the Association of Illinois School Library Educators (AISLE) won the ILA Atkinson award for interlibrary cooperation for last year's symposium.

#### Illinois Library Association (ILA)

The fiscal year began July 1. New board member onboarding is underway. Registration for the conference is now open. The keynote speaker will be Nick Offerman.

#### Illinois State Library Advisory Committee (ISLAC)

The committee did not meet.

### **Unfinished Business**

#### 2024 IHLS Strategic Planning

The Executive Director shared that 8 stakeholders have completed 1 on 1 interviews and 15 public library staff attended two focus group sessions.

#### Executive Director Contract

No discussion.

A motion and second were made to enter closed session to discuss the Executive Director's contract per 5 ILCS 120 § 2(c)(1). Motion carried unanimously by roll call vote. Entered closed session at 5:50 p.m.

A motion and second were made to return to open session. Motion carried by roll call vote. Returned to open session at 6:18 p.m. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – yes, Ann Chandler – no, Kim Dykstra – yes, Matthew Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes.

The board met to review the Executive Director's one-year employment contract.

A motion and second were made to table the discussion of the Executive Director's one-year contract until further information is gathered. Motion defeated. Karen Bounds – no, Loretta Broomfield – no, Frank Buckingham – yes, Ann Chandler – yes, Kim Dykstra – no, Matthew Greider – no, Sarah Hill – no, Ryan Johnson – no, Kristi Lear – no, Linda McDonnell – no, Emily Pickell – no, Josh Short – no, Michael Treece – no, Kristy Walker – no.

Motion and second were made to approve a one-year contract for the Executive Director. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – no, Ann Chandler – no, Kim Dykstra – yes, Matthew Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes.

### **New Business**

#### Elect Freedom of Information Act (FOIA) Officer

No discussion.

A motion and second were made to appoint Josh Short as FOIA officer. Motion carried unanimously by roll call vote.

#### Elect Open Meetings Act (OMA) Officer

No discussion.

A motion and second were made to appoint Matthew Greider as OMA officer. Motion carried unanimously by roll call vote.

#### August Committee & Board Meeting Dates ([Attachment 18.1](#))

The board reviewed the August Committee and Board Meeting Dates. No further discussion.

#### Board Committees ([Attachment 18.2](#))

The board president asked board members to send her the two committees they are interested in joining. No further discussion.

#### FY2025 Capital Projects Proposed Budget Amendment ([Attachment 18.3](#))

No discussion.

A motion and second were made to approve the FY2025 Capital Projects Proposed Budget Amendment, moving the Edwardsville Tuckpointing Project forward to FY2025. Motion carried unanimously by roll call vote.

#### FY2025 SHARE Reserve Proposed Budget Amendment ([Attachment 18.4](#))

The Executive Director explained the challenges that have been faced with text alerts to SHARE patrons and staff efforts to find an affordable solution. There was no further discussion.

A motion and second were made to approve the FY2025 SHARE Reserve Proposed Budget Amendment to contract with a third-party text service provider. Motion carried unanimously by roll call vote.

#### Statement of Support for the Hiring of Certified School Librarians ([Attachment 18.5](#))

The Executive Director reviewed the Statement of Support for the Hiring of Certified School Librarians. Clarification was made about the terms licensed and certified being interchangeable when referring to school librarians.

A motion and second were made to approve the Statement of Support for the Hiring of Certified School Librarians. Motion carried unanimously by roll call vote.

Review Closed Session Minutes June 19, 2023 – June 25, 2024

No discussion.

A motion and second were made to approve Closed Session Minutes from June 19, 2023 to June 25, 2024 and keep them closed. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – no, Ann Chandler – no, Kim Dykstra – yes, Matthew Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – no, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes.

Agenda Building

Board members discussed topics for the August board meeting agenda. Salary placement information was requested and will be shared with board members only. A few members expressed concerns about the need for board members to have this information. Another suggestion for clarification of the board's role in the hiring, contract determination, and salary for the executive director.

**Public Comment**

None

**Announcements**

Board parliamentary training is August 27 from 2:30-4:30 p.m. The training is available via Zoom, but members who attend at a hub will be provided a box lunch.

**Adjournment**

Adjourned at 6:45 p.m.