

APPROVED BOARD OF DIRECTORS MEETING MINUTES

November 26, 2024

5:00 pm

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

Effingham Public Library: Effingham Public Library: 200 N 3rd St, Effingham, IL 62401, 217-342-2464

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 October 22, 2024 Annual Meeting Minutes	Roll Call - Carried
4.1	Approve the October 22, 2024 Minutes	Roll Call - Carried
5.1	Accept the Department Updates	Roll Call - Carried
6.1	Accept the October 2024 Bills	Roll Call - Carried
13.1	Approve the Staff Report	Roll Call - Carried
16.1	Approve the FY2026 Nominating Committee	Roll Call - Carried
16.2	Approve Parliamentary Procedures Recommendations	Roll Call - Carried
7.1	Approve Employee Handbook Policy Updates	Roll Call - Carried
17.4	Approve IHLS Benefits Plan	Roll Call - Carried
17.5	Approve Membership Considerations	Roll Call - Carried
17.6	Approve Executive Director FY2025 Goals	Roll Call - Carried

Call to Order

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

Roll Call

Board Members Present:

Champaign: Emily Pickell

Edwardsville: Ryan Johnson, Linda McDonnell, Joshua Short, Michael Treece

C.E. Brehm: Karen Bounds, Mark Decker

ISL: Ann Chandler, Kristi Lear

Zoom: Loretta Broomfield, Kim Dykstra, Matt Greider, Sarah Hill

Board Members Absent:

Kristy Walker

Other Attendees and Guests:

Carbondale: Ellen Popit

Champaign: Angela Thompson

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Rhonda Johnisee, Greg McCormick, Cassandra Thompson, Jill Trevino

ISL: Pat Burg

Zoom: Jennifer Baugh, Jace Cook, Kayla Cook, Leah Gregory, Shirley Paden, Casey Parr, Pamela Perkins-Grimes, Traci Wadsworth

Approve October 22, 2024 Annual Meeting Minutes ([Attachment 3.1](#))

Mark Decker motioned and Ryan Johnson seconded to approve the October 22, 2024 Annual Meeting minutes. Motion carried unanimously by roll call vote.

Approve October 22, 2024 Minutes ([Attachment 4.1](#))

Mark Decker motioned and Matt Greider seconded to approve the October 22, 2024 minutes. Motion carried unanimously by roll call vote.

Department Updates

Josh Short motioned and Ann Chandler seconded to accept the Department Updates. Motion carried unanimously by roll call vote.

Acceptance of October Bills 2024 ([Attachment 6.1](#))

Mark Decker motioned and Matt Greider seconded to accept the October 2024 bills with the MGM Grand Casino Hotel and Ford Harrison Law bills removed. Motion carried by roll call vote.

There was discussion about the expenditure of IHLS monies on an ARSL conference stay at a casino when other cheaper hotels were available, also discussion centered on the Ford Harrison law firm hour charges.

Josh Short motioned and Mike Treece seconded to approve the MGM Grand Casino Hotel and Ford Harrison Law Firm bills. Motion carried by roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes

2024 Financial Report ([Attachment 7.1](#))

The Finance Director shared the following report.

FY2025 Grants Status

- IHLS has received written approval on the following FY2025 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - \$709,016, iLEAD Library Trustee Training (LTT) \$166,321, and Online Computer Library Center (OCLC) - \$175,573.
- IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02.

In the past week, we have received the first half of CMC and OCLC funding along with the 1st quarter iLEAD LTT grant expenditures reimbursement. We have also received \$276,000 of the LSTA federally funded portion of the SAPG. Currently, \$3,260,129.81 of the General Revenue portion of the SAPG is

pending at the Comptroller's site and we are hopeful that payment will be issued soon. You will see these receipts reflected on your statements at the January board meeting.

October 2024 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through October 31, 2024.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2025 Total Budget Remaining Percentage", represents the remainder left (based on percentage) of the "IHLS Approved FY2025 Budget". As of October 31, 2024, the target benchmark of the remaining budget should be 67% for all budget line items except "Personnel" which should be 65% based on a total of 26 payrolls for the fiscal year.

Expenses that are under the target benchmarks are listed with an explanation at the bottom of each Statement of Revenue and Expenditure statements.

Statement of Revenues and Expenditures

General Fund

Total Revenues: Year to date (YTD) Actuals are below YTD Budget by 86.9%. Total Expenses: YTD Actuals are below YTD Budget by 2.3%.

SHARE

Fees for Services and Materials: YTD Actuals of \$1,646,311.44 represent 96.6% of the projection in the FY2025 budget. As of October 31, 2024, 96.4% of that amount has been collected. Total Expenses: YTD Actuals are above YTD Budget by 10.2%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of October 31, 2024, the General Fund cash balance was \$3,115,013.85. This balance would fund IHLS General Fund operations for an estimated 6.0 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the special revenue grants for an estimated 5.1 months. A transfer was made for the 50% deposit of the AMHS machines for the amount of \$361,757. This of course impacted the General fund cash balance.

SHARE

Cash and Cash Equivalents as of October 31, 2024, the SHARE cash balance of \$3,249,907.37 represents \$1,228,637.05 of SHARE Reserve Funds, \$100,262.20 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,921,008.12 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 10.4 months based on the FY2025 operations budget.

FOIA Update

None

OMA Update

None

Public Comment

None

Illinois State Library Report

Greg McCormick reported the statewide database rollout is in the implementation phase and staff have currently worked with 950 library staff. ISL is working with EBSCO about the Student Online Personal Protection Act (SOPPA) and the vendor will provide a statewide certification and are collecting statistics on use of the database. There has been a remarkable increase in participation across the board. School grant applications are currently under review. 41 school districts that previously received a grant, did not apply this year. ISL is looking into the reason and will share with systems once determined. The Public Library Per Capita Grant application process has just opened with a deadline of January 30, 2025. The Equalization Grant process is also underway, also due January 30, 2025. The FY2025 Construction Grant program applications are open with a due date of January 15, 2025. The status of the federal budget will have an impact on future grants made available.

Communication

Board/Staff Relationships Presentation

Kathy Caudill (Ela Area Public Library District) and Christine Westerlund (Chatham Area Public Library District) presented on board/staff relationships. They explained that these relationships can change frequently with the election of new board members. There are different perspectives and personalities and it's important to realize everyone does not have to agree. Differences can add to the richness of discussion. It's important to use good listening skills, not interrupting and carefully considering questions. It is beneficial to use parliamentary procedures to create efficiency and consistency. They recommend Nancy Sylvester, parliamentarian website as a valuable resource. It's important to be candid with one another and understand inquiry leads to discussion. Board self-evaluation is important to discover the skills and talents of individuals and how they can benefit the board of directors. It can be done in an informal manner as a means of connecting with one another and cultivating relationships. Using reflective practice is important and no fear of tabling topics until a future meeting to allow time for more information or clarification if needed.

Association of Illinois School Library Educators (AISLE) Conference Update

This year's conference held at Tinley Park and IHLS was represented by IHLS staff and board member Emily Pickell. Additionally, Leah Gregory held three presentations and the AISLE president is from a member library and a former IHLS board member (Jacob Roskovensky). IHLS staff in attendance were most impressed by presentations on AI ethics, gamification, the Illinois Digital Heritage Hub, and the Workforce Readiness Toolkit, which has been referred to several of our members already.

Rapid Response Team (Unite Against Book Bans in Illinois)

Tabled for a future meeting.

Grants for IHLS ([Attachment 12.1](#))

A concern was raised about paying a grant consultant and the value it provides the system and members. The Executive Director explained IHLS does not pay per grant awarded and clarified that the consultant has applied for many grants, but it's a competitive process and applying does not ensure an award. Also, member libraries have expressed gratitude for being given information on grants that they would not normally know about or have the time to research.

Legal Support for IHLS ([Attachment 12.2](#))

A board member raised a concern about the hourly rate being paid for current legal services and feels there could be savings by using less expensive attorneys. The HR director explained that the fees current attorneys charge are all-inclusive including paralegal, document prep and finding a resolution to an issue. Legal firms advertised hourly fees however generally do not include additional charges for document preparation etc. Using long-standing attorneys who know libraries and who have a relationship with the system has an unspoken value.

Staff Report

Staff Update ([Attachment 13.1](#))

Josh Short motioned and Mark Decker seconded to approve the staff report. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

Executive

The committee met and discussed items later on this agenda, in addition to meeting locations for the rest of the year.

Budget and Finance

The committee met and held a routine meeting.

Policy and Membership

The committee met and discussed membership considerations addressed later on this agenda.

Facilities and Operations

The committee did not meet.

Personnel

The committee met, held a routine meeting, and discussed policy updates to the employee handbook.

Advocacy and Education

The committee did not meet.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The AISLE Partnership attended the joint conference of Illinois Associations of School Boards, School Administrators and School Business Officers on Nov. 22 and 23. The AISLE advocacy group is moving forward with establishing a legislative task force with the help of Derek Blada and the ILA. Staff are also hard at work with the Unite Against Book Bans (UABB) regional response team and continues to seek volunteers. The ILA and AISLE conference sessions on this team generated some new volunteers.

Illinois Library Association (ILA)

ILA announced a DEI (Diversity, Equity and Inclusion) retreat for library workers at all levels. Inclusive travel grant applications are now open with a due date of January 17, based on DEI criteria. Legislative meetups are scheduled in Edwardsville and Effingham. Youth Services Institute is upcoming in February.

Illinois State Library Advisory Committee (ISLAC)

Covered in the ISL report.

Unfinished Business

2024 IHLS Strategic Planning

The planning team has received a draft plan which will be shared with the board in advance of the December 11 special board meeting.

Open Board Position

IHLS is waiting to hear back from an extremely interested public library trustee regarding the position, which runs through June 2025.

FY2026 Nominating Committee ([Attachment 16.1](#))

Mark Decker motioned and Ann Chandler seconded to approve the FY2026 Nominating Committee. Motion carried unanimously by roll call vote.

Parliamentary Training ([Attachment 16.2](#))

There was discussion on the use of cell phones during regular and executive board meetings. It was mentioned that this use of cell phones could be FOIA'd.

Mark Decker motioned and Josh Short seconded to approve Parliamentary Training recommendations. Motion carried unanimously by roll call vote.

New Business

FY2025 Employee Handbook Policy Updates ([Attachment 17.1](#))

Discussion and questions were asked about the compensation policy, board approval, and executive director authority in regard to decisions regarding increase of salaries.

Josh Short motioned and Mark Decker seconded to approve the FY2025 Employee Handbook Policy Updates. Motion carried roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes

IHLS Board of Directors Position Description ([Attachment 17.2](#))

The Executive Committee has reviewed the draft position description over a series of months. As the spring election approaches this can be a helpful recruiting tool. The committee requests feedback and the committee will bring a final copy to the board in January.

IHLS Board of Directors Meet and Greet Events ([Attachment 17.3](#))

As part of the FY2025 Operational plan IHLS is reintroducing board meet and greets. There are 3 scheduled for 2025. Hopefully, all board members can attend at least one session. These events will be promoted broadly to membership.

IHLS Benefit Plans ([Attachment 17.4](#))

Ann Chandler motioned and Mark Decker seconded to approve the IHLS Benefit Plans. Motion carried unanimously by roll call vote.

Membership Considerations ([Attachment 17.5](#))

Mark Decker motioned and Josh Short seconded to approve Membership Considerations. Motion carried unanimously by roll call vote.

Executive Director FY2025 Goals ([Attachment 17.6](#))

Discussion revolved around these goals being a bridge between the end of FY2025 and completion of the Strategic Plan which will go into effect in FY2026. At that time, the goals will be revisited by the whole board.

There was discussion about why only the Executive Committee had input into the goals and not the other 9 members. Josh Short motioned and Mark Decker seconded to approve the Executive Director FY2025 Goals. Motion carried by roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes

Agenda Building

The next meeting is a special meeting to focus on the draft strategic plan scheduled for, December 11 at 5 p.m. Board members discussed topics for the agenda. The next regular meeting is January 28, 2025.

Public Comment

None

Announcements

Reminder to register in L2 if you plan to attend a meeting. If you have difficulty accessing the L2 database, please let the executive director and executive assistant know, and staff will reach out to help. If you know of any public library trustees who are interested in joining our board in July, please suggest they attend the new virtual meet and greet presented by Sarah Hill and Kristy Walker on December 4 at 10:00 a.m. which is designed to share information about the board and the spring elections.

Adjournment

Adjourned at 6:33 p.m.