

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

July 22, 2025

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

**Decatur Public Library:** 130 N Franklin St, Decatur, IL 62523, 217-424-2900

**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

5.1	Elect Board Officers	Roll Call - Carried
6.1	Approve June 24, 2025 Minutes	Roll Call - Carried
7.1	Approve the Director and Staff Activity Report	Roll Call - Carried
8.1	Accept the 2024 Bills	Roll Call - Carried
15.1	Approve the Staff Report	Roll Call - Carried
19a	Approve as the FOIA Officer	Roll Call - Carried
19b	Approve as the OMA Officer	Roll Call - Carried
19.3	Appoint an IMRF Authorized Agent	Roll Call - Carried
19e	Approve the February 25, 2025 Closed Session minutes remain Closed	Roll Call - Carried

### Call to Order

Linda McDonnell called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members Present:

Carbondale: Nick Norovich

Champaign: Mark Decker, Linda McDonnell, Emily Pickell, Michael Treece

Edwardsville: Ann-Marie Harland, Kristy Walker

ISL: Ann Chandler, Kristi Lear

Zoom: Kim Dykstra, Matt Greider, Sarah Hill, Ryan Johnson, Laura Naugle

#### Board Members Absent:

Christine Westerlund

#### Other Attendees and Guests:

Carbondale: Troy Brown

Champaign: Leslie Bednar, Stacie Bushong, Colleen Dettenmeier, Rhonda Johnisee

Edwardsville: Matt Caskey, Cassandra Thompson

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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ISL: Greg McCormick

Zoom: Jennifer Baugh, Jace Cook, Leah Gregory, John Kirchner, Kate Kite, Casey Parr, Pamela Perkins-Grimes, Ellen Popit, Traci Wadsworth

### **Welcome New Board Members ([Attachment 4.1](#))**

The board of directors welcomed Ann-Marie Harland (McCoy Memorial Library (McLeansboro)), Laura Naugle (Hillsboro Area Public Library District), Nick Norovich (West Frankfort Public Library), and Christine Westerlund (Chatham Area Public Library District); and returning board member Linda McDonnell (Six Mile Regional Library District (Granite City)).

### **Election of Officers ([Attachment 5.1](#))**

#### **Board President**

The meeting chair reviewed the voting procedures and asked if there were any nominations from the floor for the position of board president. Hearing none, nominations were closed for the position of board president. The executive assistant conducted a roll call vote.

Ann Chandler – Sarah Hill, Mark Decker – Linda McDonnell, Kim Dykstra – Sarah Hill, Matt Greider – Sarah Hill, Ann-Marie Harland – Abstain, Sarah Hill – Sarah Hill, Ryan Johnson – Sarah Hill, Kristi Lear – Sarah Hill, Linda McDonnell – Linda McDonnell, Laura Naugle – Sarah Hill, Nick Norovich – Sarah Hill, Emily Pickell – Sarah Hill, Michael Treece – Linda McDonnell, Kristy Walker – Linda McDonnell

The executive assistant tallied the votes. The results were Sarah Hill - 9 votes. Linda McDonnell - 4 votes.

**Sarah Hill was elected board president by a majority of votes.**

#### **Board Vice-President**

The new board president asked for nominations from the floor for the positions of board vice-president, board secretary, and board treasurer. Hearing none, nominations were closed for the positions of board vice-president, board secretary, and board treasurer. The executive assistant conducted a roll call vote on each individual board position. The results were as follows:

**Kristy Walker was elected as board vice-president unanimously by roll call vote.**

**Michael Treece was elected as board treasurer unanimously by roll call vote.**

**Ryan Johnson was elected as board secretary unanimously by roll call vote.**

### **Approve June 24, 2025 Minutes ([Attachment 6.1](#))**

A board member noted a grammatical correction. The minutes stand as corrected.

### **Staff Quarterly Activity Report ([Attachment 7.1](#))**

**Ryan Johnson motioned and Kim Dykstra seconded to approve the Staff Quarterly Activity report. Motion carried by roll call vote.**

Ann Chandler – yes, Mark Decker – abstain, Kim Dykstra – yes, Ann-Marie Harland – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Michael Treece – yes, Kristy Walker – yes

### **Acceptance of Bills June 2025 [\(Attachment 8.1\)](#)**

Mark Decker motioned and Kristi Lear seconded to accept the June 2025 bills. Motion carried by roll call vote.

Ann Chandler – yes, Mark Decker – yes, Kim Dykstra – yes, Ann-Marie Harland – abstain, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Michael Treece – yes, Kristy Walker – yes

### **June 2025 Financial Report [\(Attachment 9.1\)](#)**

The Finance Director shared the following report. There was no discussion.

#### **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.
- As of June 30, 2025, IHLS received \$709,016 (100%) of the CMC grant revenue. However, \$43,940 was returned, as the funds would go unused by the end of FY2025 due to a resignation and a delay in rehiring for the position. Additionally, IHLS received \$127,590.73 (76.71%) of the iLEAD LTT grant and \$175,573 (100%) of the OCLC grant revenue. There are \$38,730.27 remaining iLEAD LTT funds that are due from the Illinois State Library.
- IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02.
- As of June 30, 2025, IHLS has received \$3,919,852.02 (100%) of the SAPG revenue.

#### **June 2025 Financial Reports**

The financial reports in the board packet represent IHLS' financial activities through June 30, 2025. 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 June 30, 2025, the target benchmark of the remaining budget should be 0% for all budget line items.

Any items under the 0% benchmark are highlighted with an explanation of what is included in that expense category on each Statement of Revenue and Expenditures.

Statement of Revenues and Expenditures

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 3.5%. This percentage over budget is contributed to the collection of over \$115,000 over budget of interest income. Total Expenses YTD Actuals are below YTD Budget by 11.3%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,761,812.20 represent 103.4% of the projection in the FY2025 budget. As of June 30, 2025, 99.0% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 12.4%.

## **Balance Sheets**

### **General Fund**

Cash and Cash Equivalents As of June 30, 2025, the General Fund cash balance was \$4,241,292.03. This balance would fund IHLS General Fund operations for an estimated 8.2 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the iLEAD Library Trustee Training special revenue grant for an estimated 7.9 months.

### **SHARE**

Cash and Cash Equivalents As of June 30, 2025, the SHARE cash balance of \$2,583,983.35 represents \$1,313,846.90 of SHARE Reserve Funds, \$39,249.09 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,230,887.36 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 6.7 months based on the FY2025 operations budget. IHLS made its \$350,000 contribution to SHARE in June, which affected the cash balances in both funds.

## **FOIA Update**

SmartProcure submitted a commercial FOIA request to the Illinois Heartland Library System for any and all purchasing records from 4/1/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The request was filled in the time allowed.

### **Request details:**

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line-item details (Detailed description of the purchase)
4. Line-item quantity
5. Line-item price
6. Vendor ID number, name, address, contact person and their email address

## **OMA Update**

None

## **Public Comment**

None

## **Illinois State Library Report**

Greg McCormick congratulated the new IHLS board officers. He announced that the System Area and Per Capita (SAPG) applications have been reviewed and will all be approved, with award information details being sent soon. The ISL will have an author's booth at the Illinois State Fair, giving away 1,400 books daily.

## **Communication**

Dr. Pamela Thomas was awarded the Illinois Library Association TBS Inc. Technical Services Award for her dedication and support of library catalogers across the state through her work with the Cataloging Maintenance Center.

In August, federal legislators will be in their home districts. We encourage library supporters to reach out and ask for support of reinstating the Institute of Museum and Library Services (IMLS) funding and the reauthorization of the Museum and Library Services Act (MLSA).

IHLS received an objection from a member library regarding some content on the IHLS Spreadshirt online store. Content is offered on a broad variety of topics to provide merchandise that appeals to a wide variety of people.

#### Automatic Materials Handling System (AMHS) Update

The Facilities and Delivery director gave an update on the AMHS. Communication with libraries has continued to keep all members up to date on progress. The Carbondale AMHS will be installed in August.

#### **Staff Report**

Staff Update ([Attachment 15.1](#))

Mark Decker motioned and Ryan Johnson seconded to approve the new hires on the staff report. Motion carried unanimously by roll call vote.

#### Personnel

None

#### **Committee Reports**

No discussion.

#### **Partnership Reports**

Association of Illinois School Library Educators (AISLE)

Recently, Senate Bill 1920 requiring the education community to implement policies on Artificial Intelligence (AI) usage passed, and AISLE is assisting the Illinois Board of Higher Education on this project.

#### Illinois Library Association (ILA)

ILA was honored as the recipient of the 2025 Gerald Hodges Intellectual Freedom Chapter Relations Award, presented by the Intellectual Freedom Round Table of the American Library Association at their annual conference in June.

- Also at the ALA conference, iREAD was a vendor and shared the 2026 Summer Reading Theme: Plant a Seed, Read with everyone. Their t-shirts, promoting the theme, were a hit. They sold out nearly on the first day of the conference.
- Orientation for the new board members, committee/forum chairs, and members was held on July 15. We have a lot of wonderful new members eager to help support the mission of ILA through this work.
- Director's University will be held in person next month. Forty-eight new directors are participating this year. They are currently participating in weekly virtual sessions on additional topics to gain a well-rounded experience.
- Annual conference will be held in Rosemont from October 14th -16. Registration is now open.

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

The committee did not meet.

## **Unfinished Business**

None

## **New Business**

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

Ryan Johnson motioned and Mark Decker seconded to approve Kristi Lear as Freedom of Information Act Officer. Motion carried unanimously by roll call vote.

### Elect Open Meetings Act (OMA) Officer

Kim Dykstra motioned and Ryan Johnson seconded to approve Kim Dykstra as Open Meetings Act Officer. Motion carried unanimously by roll call vote.

### August Committee & Board Meeting Dates ([Attachment 19.1](#))

No discussion.

### Board Committees ([Attachment 19.2](#))

Board members were reminded to send the board president the committees they would like to join by August 1. Those who do not submit a preference may be assigned to two committees.

### Review Closed Session Minutes February 25, 2025

Kristy Walker motioned and Michael Treece seconded to keep the February 25, 2025, Closed Session minutes closed. Motion carried by roll call vote.

Ann Chandler – no, Mark Decker – no, Kim Dykstra – yes, Ann-Marie Harland – abstain, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Michael Treece – yes, Kristy Walker – yes

### IMRF Authorized Agent ([Attachment 19.3](#))

Mark Decker motioned and Ann Chandler seconded to approve Rhonda Johnisee as an IMRF (Illinois Municipal Retirement Fund) Authorized Agent. Motion carried unanimously by roll call vote.

### Agenda Building

Ann Chandler motioned and Ryan Johnson seconded to approve topics for the August board meeting agenda. Motion carried unanimously by roll call vote.

## **Public Comment**

None

## **Announcements**

Mark Decker offered to collaborate with the executive director to set up meetings with Illinois representatives Mike Bost and Mary Miller. Ann Chandler shared that Imagination Library is coming to Christian County.

## **Adjournment**

Adjourned at 5:56 p.m.