

BOARD OF DIRECTORS MEETING MINUTES

April 28, 2020
5:00 p.m.

Zoom, due to Stay-at-Home order

3	Approve the April 28, 2020 Consent Agenda a. Approve February 25, 2020 Minutes b. Approve March 24, 2020 Minutes c. Approve April 16, 2020 Minutes d. Accept February Director & Staff Activity Report e. Accept March Director and Staff Activity Report	Carried
4.1	Accept the March 2020 Bills	Roll Call – Carried
5.1	Accept the March 2020 Financial Reports	Carried
13a	Approve the Public Comment Policy	Carried
13b	Approve the Edwardsville Building Mine Subsidence Repairs	Roll Call – Carried
14a	Approve the IHLS Personnel Code Sections I - II	Carried
14b	Approve Enterprise Fleet Management Contract and Transfer FY2020 Budgeted Funds from Capital Fund to General Fund	Roll Call – Carried
14c	Approve Surplus Items	Roll Call - Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:04 p.m.

Roll Call

Board Members:

Zoom: Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Gary Denué, Tina Hubert, Janet Jenkins, Tammy Krouse, Bev Obert, Susan Pennington, Josh Short, Mary Smith, Charlene Topel, Bill Wagner, Sandy West

Other Attendees:

Leslie Bednar, Troy Brown, Tyler Brown, Pat Burg, Stacie Bushong, Colleen Dettenmeier, Dominique Granger, Rhonda Johnisee, Susan Palmer, Julia Pernicka, Ellen Popit, Rita Stephens, Cassandra Thompson

Consent Agenda

Mary Smith motioned to approve the consent agenda. Josh Short seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills March 2020

Tina Hubert motioned to accept the March bills. Gary Denu seconded. Motion carried unanimously by roll call vote.

March Financial Reports

Susan Pennington motioned to accept the March financial reports. Bill Wagner seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Stacey Carter shared a message she received, from library directors, thanking the system for their services during the pandemic. Josh Short shared information about the Illinois Library Association (ILA) Trustee Workshop. He attended along with Anna Yackle and Ellen Popit. He found the workshop very informative and beneficial. Ellen Popit shared information regarding IHLS staff outreach in the last six weeks. Staff has been immersed in dealing with COVID-19 on legal and health fronts. To answer the call of how to address summer reading programs a Zoom meeting was set up, and there were 186 participants. SHARE has been working on accommodations for member libraries. IT has been busy making sure all staff have what they need to work effectively remotely. Communications has been instrumental in gathering information and sharing it with members.

Staff Report

Staff Update

The members reviewed the staff report.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Pat Burg reported Greg McCormick and Joe Natale have been in office while the rest of staff works remotely. There is no further information to report.

Committee Reports

Executive

Stacey Carter reported the committee met and discussed mine subsidence and Enterprise Fleet Management in addition to routine items.

Budget and Finance

Bev Obert reported a routine meeting in addition to reviewing mine subsidence, Enterprise Fleet, and the FY2021 budget. The next meeting is May 11, 1:00 p.m.

Policy and Membership

Tina Hubert reported the committee met for a routine meeting. They received a certification update and a preliminary review of the Operational plan. She reminded the committee members to complete a poll to determine the date of the May meeting.

Facilities and Operations

Sandy West reported the committee met and discussed all items under both unfinished and new business to be discussed later in this agenda.

Personnel

Mary Smith reported the committee met and discussed the Personnel Code reviewing sections I and II. Their next meeting is May 5, 5:00 p.m.

Advocacy and Education

Stacey Carter reported the committee did not meet; however, there was a report submitted to the committee outlining staff activities.

Nominating Committee

Leslie Bednar shared the February committee report with the group. The March and April meetings were cancelled. The ballot closes April 30th and currently there are 141 votes.

Unfinished Business

Draft Public Comment Policy (Second Reading)

Josh Short motioned to approve the Public Comment Policy. Bill Wagner seconded. Motion carried.

Edwardsville Building Mine Subsidence Repairs

Leslie Bednar shared the contract updates with the committee.

Gary Denué motioned to approve the Edwardsville mine subsidence repairs by Helitech. Bev Obert seconded. Motion carried unanimously by roll call vote.

New Business

IHLS Personnel Code Review, Sections I – II (First Reading)

Mary Smith motioned to approve the IHLS Personnel Code sections I and II. Charlene Topel seconded. Motion carried.

Enterprise Fleet Management

Josh Short motioned to approve the 5-year Enterprise contract based on their projections. Bill Wagner seconded. Motion carried unanimously by roll call vote.

Tina Hubert motioned to transfer \$6,170.00 of the FY2020 Budgeted Funds from Capital Fund to General Fund. Bill Wagner seconded. Motion carried unanimously by roll call vote.

Surplus Items

Tina Hubert motioned to declare surplus items for sale. Sandy West seconded. Motion carried unanimously for roll call vote.

Budget and Operational Plan Timelines

The group reviewed the timeline.

FY2021 Operational Plan (First Reading)

Leslie Bednar reviewed the FY2021 Operational Plan with the board. They will be posted April 29th for member comment.

FY2021 Operational Budget(s) and Narrative (First Reading)

Leslie Bednar reviewed the FY2021 Operational Budget(s) and Narrative with the group. They will be posted April 29th for member comment.

Agenda Building

The group recommended the following items for the May board agenda: mine subsidence repairs update, library system plans for reopening, FY2021 System Area and Per Capita Grant components for approval, and board elections results.

Public Comment

None

Announcements

Stacie Bushong reported all Citation Reviews and Statement of Economic Interest filings have been completed.

Adjournment

Josh Short motioned to adjourn. Susan Pennington seconded. Motion carried. Adjourned 6:17 p.m.