



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: May 9, 2018

Time: 4:30 p.m.

### Call to Order

Sandy West called the meeting to order at 4:38 p.m.

### Roll Call

*Members present: Geoff Bant, Sandy West, Sara Zumwalt, Stacey Carter entered at 4:40 p.m. and exited at 6:33 p.m.*

*Members absent excused: Tiffany Droege*

*Others present: Leslie Bednar, Stacie Bushong*

### Public Comment

None

### Approval of Minutes

Sara Zumwalt motion to approve April 11, 2018 minutes. Geoff Bant second. Motion carried.

### SHARE Update

Leslie Bednar reported several SHARE staff attended the Innovative Users Group (IUG) Conference. SHARE staff participated in Circulation and Executive Council meetings, and there is an upcoming Finance committee meeting. The Cataloging Maintenance Center (CMC) staff will be going to Peoria tomorrow to facilitate training to Resource Sharing Alliance (an independent automated libraries group of RAILS library members). CMC will also have a booth at Reaching Forward South. They also continue to share information with RAILS on the benefits of our cataloging service.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported both departments have completed their documents for the System Area and Per Capita grant application. Their next big hurdle is to close out the fiscal year. They are also preparing for the audit which is tentatively scheduled for August. Human Resources has determined that October should be our start date for all insurance coverage. Bids are in and Adrienne, Leslie and Dominique will have a discussion to evaluate all the information. Geoff Bant inquired whether or not IHLS can partner with any other organizations to acquire better rates. Leslie indicated we have looked at this option in the past without success. The search for such an option will continue.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **IT**

Leslie Bednar reported there will be an RFP (request for proposal) going out for the website. The new SHARE servers will be arriving soon and will need to be modified for our needs before installation.

## **Facilities and Operations**

Leslie Bednar reported the lighting project has started in Champaign through a program with Ameren which will provide us with a rebate. The work began yesterday and the electricians discovered some irregularities with the electric service to the building.. The conditions are not safe so staff were sent home today and will work from home until the work is complete. The surplus items that are left in our Du Quoin location have to be removed prior to August when the lease is up. After meeting with an auction company, it was determined we do not have items at a high enough value to hold an auction. We will have a spring cleaning garage sale in June where libraries can make donations for items. A few agencies have been identified who may come and pick up whatever items are leftover.

## **Membership and Grants**

Leslie Bednar reported they have membership considerations to present. However the Policy and Membership committee did not have a quorum and the meeting was cancelled. Considerations were tabled until the June meeting.

## **Administration**

Leslie Bednar presented at the IUG conference on return on investment and the SHARE organization. She and Ellen Popit participated in the Elevate leadership conference as facilitators. They hope to bring similar training to IHLS staff. Also editing the Operational Plan. Tomorrow a meeting with RAILS about our subcontract for Illinois Library Delivery Service (ILDS). RAILS asked the State Library to facilitate the meeting.

## **Open Meeting Act Compliance**

Nothing new to report.

## **Committee Updates**

### Advocacy Committee

Sandy West reported the committee did not meet.

### Budget and Finance Committee

Sandy West reported she chaired the meeting in Sara Zumwalt's absence. They reviewed the bills along with the Budget and General Budget drafts which were recommended to go to the full board. In advance of the FY2020 budget, SHARE staff and leadership will work together to allow more feedback opportunities and approval of the budget by the SHARE Executive Council prior to board approval. The capital projects budget was also reviewed. Capital budget certificates of deposit were also discussed and how to move forward when they mature.

### Facilities and Operations Committee

Stacey Carter reported the committee met and discussed the IHLS southern hub proposal. They recommended it be brought to the board for approval.

### Membership and Policy Committee

Meeting cancelled due to lack of quorum.

### Personnel Committee

Committee did not meet.

## **Unfinished Business**

### IHLS Strategic Plan

Completed planned visits with members. Next is development of survey for members and our staff.,

### FY2019 Budget

Leslie Bednar reviewed the budget with the group. Changes include an updated salary for the new Membership Coordinator in addition to the proposal for the Southern hub and additional expenses that will be incurred.

Sara Zumwalt motion to accept budget and send to board for approval. Geoff Bant second. Motion carried unanimously by roll call vote.

## **New Business**

### Board Officers Nomination Committee

Sandy has asked Gary Denu and Mary Beil to start the committee.

### Draft FY2019 Capital Fund Budget

Leslie Bednar reviewed the budget. Vehicle purchases and improvements to the Champaign building are a large part of the budget.

Geoff Bant motion to accept the FY2019 Capital Fund budget and send to the board for approval Sara Zumwalt second. Motion carried unanimously by roll call vote.

### Draft FY2019 Operational Plan

Leslie Bednar explained the Operational Plan was shared with the Policy and Membership committee and will report back to Ellen. Tomorrow the document will be sent to the board so that any questions can be submitted. Those will be addressed, and the final document will be presented to the board at the May 22 board meeting. There have been a few format changes. Other changes include a new updated and formatted newsletter, a new part-time marketing staff member and moving forward with a new staff evaluation process. Our administrative team will also have access to budgets and a time clock will be installed for delivery staff. There will be some changes in SHARE staffing and a metadata cataloger

position will be added to provide more service to libraries. For continuing education we plan to offer Design Thinking workshops in addition to some Human Resources opportunities. Some of these will be on a partial fee recovery basis.

#### IHLS Southern Hub Location Proposal

The Southern hub proposal was discussed, and recommendations made to provide more details regarding costs and benefits to IHLS in addition to photos to present to the board.

#### Membership Considerations

Tabled until Policy & Membership committee can review.

#### Board Meeting Agenda

Leslie Bednar reported the annual meeting will move from June to fall. We will still recognize those who will be leaving the board during the June meeting. The May meeting is preceded by a networking event in Carbondale.

#### **Public Comment**

None

#### **Announcements**

Please register in L2 for the board meeting. Carpooling will be provided for the networking event. June board meeting will be held in Edwardsville.

#### **Adjournment**

Geoff Bant motion to adjourn. Sara Zumwalt second. Motion carried unanimously by roll call vote. Adjourned 7:08 p.m.