



BOARD OF DIRECTORS MEETING MINUTES

September 25, 2018

5:00 pm

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
C.E. Brehm Public Library: 101 South 7th Street, Mt. Vernon, IL 62086, 618-242-6322
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464
Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600
Southeastern Illinois College: Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

Table with 3 columns: Item Number, Description, and Action. Items include 3.1 (Appoint Janet Jenkins), 4.1 (Approve September 25, 2018 Consent Agenda), 5 (Accept the August Bills), 6 (Accept the August Financial Reports), 7.1 (Approve the Financial Audit), 7.3 (Approve the Narrative and Tabular Reports), 12.1 (Approve Staff Update), 16.3 (Approve Benefits Proposal for Part-Time Staff), 16.4 (Approve Space Planning Consultant(s)), and Adjourn.

Call to Order

Sara Zumwalt called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

- Carbondale: Sandy West
Champaign: Geoff Bant, Bev Obert
Decatur Public Library: Melanie Allen, Stacey Carter
Edwardsville: Gary Denu, Robert Paarlberg, Mary Smith, Sara Zumwalt
Effingham: Janet Jenkins, Charlene Topel
Illinois State Library: Susan Pennington
Mt. Vernon: Sharon Yearwood
Southeastern Illinois College: Gary Jones
Absent excused: Tina Hubert

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale: Dominique Granger, Troy Brown, Ellen Popit, Anna Yackle, Arlanna Fries

Champaign: Joan Bauer

Edwardsville: Stacie Bushong, Adrienne Elam, Rhonda Johnisee, Colleen Dettenmeier, Brandon

Chapman, Shirley Paden, Julia Pernicka, Linda Paarlberg, Steve Pembroke, Josh Andres

Effingham: Leslie Bednar, Susan Palmer

Illinois State Library: Pat Burg, Rita Stephens

**Appoint Janet Jenkins from Robinson CUSD #2 to open board seat**

Mary Smith motion to appoint Janet Jenkins to fill open board seat. Gary Denu second. Motion carried.

**Consent Agenda**

Bob Paarlberg motion to accept the consent agenda. Charlene Topel second. Motion carried.

**Acceptance of Bills August 2018**

Sharon Yearwood motion to approve August bills. Mary Smith second. Motion carried unanimously by roll call vote.

**August Financial Report**

Gary Denu to accept Financial reports. Sandy West second. Motion carried.

**Financial Audit**

Steve Pembroke and Josh Andres from Scheffel Boyle shared a synopsis of the FY 2018 Audit. The auditor found a clean report. A single audit required this year.

Robert Paarlberg motion to accept the financial audit. Gary Denu second. Motion carried unanimously by roll call vote.

**Narrative and Tabular Report**

Leslie Bednar reviewed the Narrative and Tabular Report for the Annual Report.

Mary Smith motion to approve the Narrative and Tabular report. Sandy West second. Motion carried unanimously by roll call vote.

**OMA Update**

None

**FOIA Update**

None

**Public Comment**

None

**Communication**

Leslie Bednar shared the revised Members Matter meeting schedule. Sara Zumwalt shared information about her trip to the Association of Rural and Small Libraries Conference (ARSL) in Springfield. She attended 6 sessions and took away a great deal of helpful information. Anna Yackle also shared some of

her experiences and noted that 31 of our members made difficult budget choices so they could attend and felt it was worthwhile. She will be contacting members for feedback. Ellen Popit also mentioned coming away with a lot of good ideas and shared the shout out IHLS received from Carla Hayden, Librarian of Congress. Sara Zumwalt reminded the board to check their email frequently.

### **Staff Report**

#### Staff Update

Stacey Carter motion to approve staff update. Susan Pennington second. Motion carried.

#### Secondary Employment

None

#### Personnel

None

### **Illinois State Library Report**

Pat Burg shared some updates about library development. A small group of Illinois State Library staff will attend IHLS Member Day, including Debbie Hurley who will have a table for the Talking Books program. Staff are in the process of reviewing Public Library Per Capita grant online application and will be releasing it in October. Ms. Burg thanked SHARE and IHLS staff for assisting IHLS member libraries completed their IPLAR (Illinois Public Library Annual Reports).

### **Committee Reports**

#### Executive

Sara Zumwalt reported a routine meeting. The committee recommended several items be brought to the full board.

#### Finance

Bev Obert reported the auditors presented at the meeting. Next meeting Tuesday October 9, 3pm.

#### Membership & Policy

Geoff Bant reported the committee did not meet.

#### Facilities & Operations

Sandy West reported the committee discussed mine subsidence in Edwardsville in addition to upgrades in Champaign.

#### Personnel

Stacey Carter reported the committee reviewed the new Organizational Chart in addition to the benefit package for part-time staff and the new marketing coordinator job description.

#### Advocacy

The committee did not meet.

### **Unfinished Business**

#### Trustee Day

Leslie Bednar reported the system will be sponsoring several board members and staff to attend Trustee Day training as part of the Illinois Library Association (ILA) annual conference.

#### Facilities

None

#### **New Business**

##### FY2019 Organizational Chart

Leslie Bednar reviewed the FY2019 Organizational chart.

##### IHLS Board Citation Review

Leslie Bednar shared the process for board members to complete the required citation review. This information is reported in the System Area & Per Capita Grant application each spring. She asked board members to complete the review and form and send to Stacie Bushong, Executive Assistant.

##### Benefits Proposal for Part-Time Staff

Mary Smith motion to approve the benefits proposal for part-time staff. Stacey Carter second. Motion carried unanimously by roll call vote.

##### Space Planning Consultant(s)

Mary Smith motion to approve contract with Louer Facility Planning not to exceed \$6,000. Bev Obert second. Motion carried by roll call vote. Melanie Allen – yes, Geoff Bant – yes, Stacey Carter – yes, Gary Denué – yes, Janet Jenkins – yes, Gary Jones – yes, Bev Obert – yes, Robert Paarlberg – yes, Susan Pennington – yes, Mary Smith – yes, Charlene Topel – yes, Sharon Yearwood – yes, Sara Zumwalt – yes, Sandy West – no.

##### IHLS Annual Meeting

The annual meeting will be held October 23<sup>rd</sup> prior to the board meeting at the IHLS Champaign location.

#### **Agenda Building**

ILA attendance feedback.

#### **Public Comment**

None

#### **Announcement**

Mary Smith announced that Belleville Public Library will begin processing passport applications early in October.

#### **Adjournment**

Sandy West motion to adjourn. Gary Denué second. Motion carried. Adjourned at 6:40 p.m.