



BOARD OF DIRECTORS MEETING MINUTES

November 28, 2017

5:00 pm

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

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

Morrison-Talbott Library (Waterloo): 215 Park Street, Waterloo, IL 62298, 618-939-6232

Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

3	Approve the November 2017 Consent Agenda a. Approval of October 24, 2017 Minutes b. Approval of November 13, 2017 Minutes c. Department and Staff Activity Report	Carried
4	Accept the October 2017 Bills	Roll Call – Carried
5	Accept the October Financial Reports	Carried
10.a	Accept the Staff Update	Roll Call – Carried
13.c	Vacate Board Seat	Roll Call - Carried
14.a	Nominating Committee	Roll Call -- Carried
14.b	IHLS Hiring Procedure	Consensus
14.c	Human Resource Generalist Proposal	Roll Call – Carried
14.d	Part-time Accounting Assistant Proposal	Roll Call – Carried
14.f	Additional Bank Signers	Roll Call – Carried
14.g	Surplus Items	Roll Call - Carried
	Adjourn	Roll Call - Carried

Call to Order

Sandy West called the meeting to order at 5:02 p.m.

Roll Call

Board Members:

Champaign: Geoff Bant

Decatur: Stacey Carter, John Phillips (exits at 6:43 p.m.)

Edwardsville: Mary Beil, Tiffany Droege (arrived at 5:04 p.m.), Deb Owen, Mary Smith

Illinois State Library: Tina Hubert, Beverly Obert, Susan Pennington, Sandy West, Sara Zumwalt

Southeastern Illinois College: Gary Jones

Absent excused: Gary Denué, Charlene Topel

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale: Troy Brown

Champaign: Brandon Chapman, Robert Brady

Decatur Public Library: Robert Edwards

Edwardsville: Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Shirley Paden

Illinois State Library: Leslie Bednar, Julia Pernicka, Susan Palmer, Ellen Popit, Deb Aggertt, Pat Burg, Greg McCormick, Barbara Ellis

Consent Agenda

Beverly Obert motion to approve consent agenda. Deb Owen second. Motion carried.

October Bills

Sara Zumwalt motion to accept October bills. Tina Hubert second. Motion carried by roll call vote.

Financial Reports

Sara Zumwalt motion to accept October financial reports. Susan Pennington second. Motion carried.

FOIA Update

None

Open Meetings Act (OMA) Update

None

Public Comment

None

Communication

None

Human Resources

Staff Report

Rhonda Johnisee shared information regarding the cataloger opening.

Tina Hubert motion to approve the Staff Report. Susan Pennington second. Motion carried unanimously by roll call vote.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick reported that the FY19 budgeting process has begun. There are in the initial stages for discussing library funding to share with the general assembly after the first of the year. The school library grant calculations were completed and 610 districts applied and qualified for the full amount of

\$.75/student. Public Library Per Capita Grants are due January 15 and encourages all libraries to apply. Live & Learn Construction grants are due January 12. Public library construction needs survey results to be shared with the General Assembly this month and totals over \$700M. Internal discussion continue with legal counsel and library systems regarding the unserved in the state. Two long-time staff members retire at the end of November: Vandella Brown and JoAnn Jennings.

Tina Hubert expressed her gratitude to the Secretary of State for his continued support of the grant programs, especially full funding levels. Sandy West expressed thanks to the State Library for hosting our networking event at the library.

Committee Reports

Executive

Sandy West reported a routine meeting of committee recaps.

Budget & Finance

Sara Zumwalt reported a routine meeting. They reviewed bills and the financial reports.

Policy & Membership

Tiffany Droege reported the committee had a regular meeting and discussed the survey sent out by RAILS.

Facilities & Operations

Stacey Carter reported the committee did meet and discussed the surplus list. Requested more detail on the surplus. Will send the surplus list to the State Library for their approval. Miscellaneous items were not on the list to be approved. That list will go to the board in January.

Personnel

Geoff Bant reported the committee met and discussed job descriptions. They will meet again on December 7.

Advocacy

Sandy West reported the committee met on November 7. They will more clearly define committee goals and charges. They are focusing on school libraries. There is concern over losing schools due to certification. Leslie Bednar will meet with Laura Huth to see if they are on the right path. The committee will vote at the next meeting to change the name of the committee. The committee will not meet in December.

Unfinished Business

Personnel

Tina Hubert motion to go into closed session at 5:36 p.m. Susan Pennington second. Motion carried. Returned to open session at 6:21 p.m. No action.

Facilities

No change in status regarding the Du Quoin building.

Board Member Attendance

Sandy West reported that a letter was sent to John Phillips regarding attendance. John Phillips was then unable to be reached for a special board meeting and Sandy would like to move that the board act and the seat be declared vacant. John Phillips responded that he does take his commitment seriously but was unavailable and unable to be reached for the special meeting.

Geoff Bant motion that John Phillips' seat become vacant after this meeting. Sara Zumwalt second. Motion carried by roll call vote.

Yes: Geoffrey Bant, Mary Beil, Stacey Carter, Tina Hubert, Susan Pennington, Mary Smith, Sandy West, Sara Zumwalt

No: Beverly Obert

Abstain: Tiffany Droege, Gary Jones, Debbie Owen, John Phillips

John Phillips left the meeting.

New Business

Nominating Committee

Sandy West asked for acceptance of the following for the FY2018 Nominating Committee:

- Lacey Wright – Barclay Public Library District
- Monica Cameron – Shelbyville Public Library
- Rachael Fuller – Urbana Free Library
- Merna Youngblood – Frontier Community College
- Kathy West – Pinckneyville Public Library

Susan Pennington motion to accept the FY2018 Nominating Committee. Mary Smith second. Motion carried.

IHLS Hiring Procedures

Leslie Bednar reviewed the hiring process. After discussion the board requested they are given the minimum qualifications for the position, indicate that the candidate meets the minimum qualifications, and include former position if it is an internal hire. Agreement by consensus.

Human Resources Generalist Proposal

Leslie Bednar stated that this is a new position and a full-time HR professional position was not included when the board and ISL approved the FY2018 budget.

Geoffrey Bant motion to add the Human Resource Generalist position to the FY2018 budget. Tina Hubert second. Motion carried with a roll call vote.

Part-Time Accounting Assistant Proposal

Leslie Bednar stated that the new Part-Time Accounting Coordinator position was not included when the board and ISL approved the FY2018 budget.

Tina Hubert motion to add the Part-Time Accounting Coordinator position to the FY18 budget. Sara Zumwalt second. Motion carried by roll call vote.

Membership Considerations

Leslie Bednar reported that she does not have a membership application for the board to consider this evening. She will share it at the next board meeting.

Additional Bank Signers

Leslie Bednar reported that necessary adjustments to bank signatories for IHLS accounts has been sent to the board.

Beverly Obert move to accept the additional bank signers. Sara Zumwalt second. Motion carried by roll call vote.

Tina Hubert recommended going forward to change the bylaws to include position titles rather than individual people for bank signatories. This will be moved to the policy and membership committee in January.

Surplus Items

Leslie Bednar shared the process IHLS follows once the Items listed on attachment 14.7 have been declared surplus.

Stacey Carter motion to declare items on attachment 14.7 as surplus and available for sale. Susan Pennington second. Motion carried by roll call vote.

Agenda Building

Surplus, Personnel, Updating Bylaws with Positions for signers, Appoint new board member, Review of Closed Session Minutes

Public Comment

Tina Hubert would like to thank the system, and especially Sue Person. She appreciates the work Sue is doing. Children's materials at the Six Mile Regional Library District are becoming fine free and Sue is changing the records in Polaris.

Announcement

Please let Sandy West and Stacie Bushong know if your committee is meeting in December.

Adjournment

Susan Pennington motion to adjourn. Sara Zumwalt second. Motion carried unanimously by roll call vote. Adjourned at 7:16 p.m.