

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the January 26, 2021 Consent Agenda a. Approval of November 24, 2020 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the November 2020 Bills	Roll Call - Carried
5.1	Accept the December 2020 Bills	Roll Call - Carried
6.1	Accept the December 2020 Financial Reports	Carried
11.1	Approve the Staff Report	Carried
15.1	Approve the FY2021 SHARE Budget Amendment	Roll Call - Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

Roll Call

Board Members:

Frank Bandre, Karen Bounds (entered 5:03 p.m.), Loretta Broomfield, Stacey Carter, Tina Hubert, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell (entered 5:59 p.m.), Bev Obert, Jill Shelton (exited 6:00 p.m.), Josh Short, Bill Wagner

Absent:

Janet Jenkins, Charlene Topel

Other Attendees:

Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Rita Stephens, Shelley Stone, Shirley Paden, Shandi Greve Penrod, Ellen Popit, Cassandra Thompson, Jill Trevino, Anna Yackle

Consent Agenda

Josh Short motioned to accept the consent agenda. Frank Bandre seconded. Bev Obert abstained. Motion carried.

Acceptance of Bills November 2020

Tina Hubert motioned to accept the 2020 bills. Chastity Mays seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills December 2020

Bill Wagner motioned to accept the 2020 bills. Tina Hubert seconded. Motion carried unanimously by roll call vote.

December Financial Reports

Rhonda Johnisee reported the following.

FY2021 Grants Status

Last week IHLS received the remaining 50% of grant funds for the Cataloging Maintenance Center (CMC) and OCLC. IHLS has received written approval of the E-book Cares Act Grant. This is reflected in the SHARE budget amendment in tonight's meeting packet.

December 2020 Financial Reports

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2021 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2021 Budget." As of December 31, 2020, the target benchmark of the remaining budget should be 50% for all budget line items.

Statement of Revenues and Expenditures

General Fund

Total Revenues year to date (YTD) Actuals are below YTD Budget by 63.1%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 13.7%.

SHARE

Fees for Services and Materials YTD Actuals \$1,344,687.43 represents 97.3% of the projection in the FY2021 budget. As of December 31, 2020, 97.4% of the \$1,344,687.43 has been collected. Total Expenses YTD Actuals are above YTD Budget by 0.3%.

Cash and Cash Equivalents as of December 31, 2020, the SHARE cash balance of \$2,440,539.42 represents \$1,023,943.89 of SHARE Reserve Funds, \$109,289.21 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,307,306.32 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.5 months based on the FY2021 operations budget. Total Expenses YTD Actuals are above YTD Budget by 0.3%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of December 31, 2020, the General Fund cash balance was \$4,103,699.00. This balance would fund IHLS General Fund operations an estimated 12.2 months based on the FY2021 approved expenditure levels.

Capital Projects Fund

The \$25,500.30 indicated under "Reserve Funds" represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

Cash and Cash Equivalents as of December 31, 2020, the SHARE cash balance of \$2,440,539.42 represents \$1,023,943.89 of SHARE Reserve Funds, \$109,289.21 of Committed Funds for eBooks Cloud

Subscription purchases, and \$1,307,306.32 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.5 months based on the FY2021 operations budget.

Bev Obert motioned to accept the Financial Reports. Josh Short seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Hollaback Bystander Training

Leslie Bednar shared details about the Bystander training that IHLS staff recently attended via Zoom. Hollaback! teaches bystander intervention using the 5D's methodology: Distract, Delegate, Document, Delay, and Direct. Some staff members shared positive feedback and requested more similar training. The training will also be offered to members for a nominal registration fee of \$15.50 with a limit of 100 registrants.

IHLS Board Nominations Marketing

Leslie Bednar thanked Stacie Bushong, Shandi Greve Penrod and John Knirr for developing the IHLS Board Nominations webpage. This year, marketing about board membership in general was improved. In addition, three members graciously submitted testimonials for a new video that very recently went live. SHARE staff member Zach Henderson was recognized for the great job on creating the video.

ILA Legislative Meet-Ups

The Illinois Library Association's (ILA) Legislative Meet-ups schedule is as follows:

- Southern Illinois: Friday, February 5th, 10:00 a.m. to 11:00 a.m.
- Metro-East Illinois: Monday, February 22nd, 10:00 a.m. to 11:00 a.m.
- Central Illinois: Friday, February 26, 8:00 a.m. to 9:00 a.m.

Reminder that this year the events will be virtual, and ILA members attend free. Plus, if the library is a member, all library staff and board members attend free.

Staff Report

Personnel

Bill Wagner motioned to enter closed session. Tina Hubert seconded. Motion carried. Entered closed session at 5:23 p.m.

Frank Bandre motioned to reenter open session. Lupe Mejia seconded. Motion carried. Reentered open session at 5:37 p.m.

Staff Update

Josh Short motioned to accept the staff report. Lupe Mejia seconded. Motion carried.

Secondary Employment

None

Illinois State Library Report

Greg McCormick shared the certification process will be moving to the L2 platform this year. Many libraries have connected to the old Library Directory and Learning Calendar (L2) link and think they have certified. The state library staff will be reaching out to those libraries. Currently there is no intent to reduce the FY2021 allocation for library and literacy services as of now. He indicated there is no expectation of cuts in FY2021 funding and currently, the expectation for FY2022 is that funding will remain flat. On January 27, 2021, Greg will be joining the IHLS members group regarding non-resident services. There have been 13 applications for the FY2021 Live and Learn grants.

Committee Reports

Executive

Stacey Carter reported the committee met and discussed the items on the agenda for discussion later in this meeting.

Budget and Finance

Bill Wagner reported the committee met and held a routine meeting.

Policy and Membership

Loretta Broomfield reported the committee did not meet.

Facilities and Operations

Bev Obert reported the committee did not meet. In lieu of the meeting, Susan Palmer sent a written report on the Edwardsville building updates and the Champaign building improvements.

Personnel

Josh Short reported the committee did not meet but he did meet with Leslie Bednar and Jill Trevino to discuss changes to the Personnel Code.

Advocacy and Education

Josh Short reported the committee met and received an update from Ellen Popit about her role as an Illinois Library Association (ILA) Public Policy Committee (PPC) ex officio member. Ashley Stewart, Director of the Caseyville Public Library, presented information about the Kahok Community Reads program and is scheduled to present the information at the February board meeting.

Nominating

Leslie Bednar reviewed the report with the board. The nominations process is on schedule and several nominations have been submitted.

Unfinished Business

Edwardsville Building Updates

Leslie Bednar reported next week staff will be meeting with Color Art to begin developing a project plan and Phil Lenzini is working with them on the scope of work.

IHLS Grants to Member Libraries

Cassandra Thompson shared information on two mini grants. The first is an e-resources grant for public libraries that do not have existing e-resources. IHLS will purchase Axis 360 and cloudLibrary this fiscal year. Six libraries are participating. There is also a grant for IHLS surplus vehicles to help libraries expand library services outreach; the application deadline is February 1, 2021. The E-Book Grant funding was awarded by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. So far, IHLS has purchased 2,215 titles at a cost of \$64,018.01. IHLS has promoted the grant via IHLS and SHARE newsletters, as well as including marketing support and social media posts that can be customized and shared by members. The entirety of the grant will be targeted to a K-12 audience.

Enterprise Fleet Management

Leslie Bednar reported that currently there has not been enough time in the fleet management program to make a fair and valid comparison to vehicle costs prior to entering the contract with Enterprise.

New Business

FY2021 SHARE Budget Amendment

Bill Wagner motioned to accept the FY2021 SHARE Budget Amendment. Bev Obert seconded. Motion carried unanimously by roll call vote.

Citations Review

Stacey Carter reminded members that as part of the System Area & Per Capita Grant Requirement, board members are required to complete the Citations Review. The deadline for completion is the March 23rd board meeting.

Certification Process

Ellen Popit reviewed the memo with board members. Certification has always gone well up until March of 2020 when the COVID pandemic began. This year the process will be done through L2 and IHLS has worked along with the Illinois State Library and Reaching Across Illinois Library System (RAILS) to make it a smooth process.

Agenda Building

Ashley Stewart presentation. Edwardsville building update if available.

Public Comment

None

Announcements

None

Adjournment

Karen Bounds motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 6:08 p.m.