

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

March 22, 2022  
5:00 p.m.

**Zoom due to Shelter-in-Place**

4.1	Approve the March 22, 2022, Consent Agenda a. Approve the February 22, 2022, Minutes b. Director and Staff Activity Report	Roll Call - Carried
5.1	Accept the February 2022 Bills	Roll Call - Carried
6.1	Accept the 2022 Financial Reports	Roll Call - Carried
11.1	Approve the Staff Report	Roll Call - Carried
11b	Approve Secondary Employment	Roll Call - Carried
15.3	Approve the Meeting Resources	Roll Call - Carried
15e	Approve Adding Surplus Vehicles and Details on Investments to April agenda	Roll Call - Carried
	Adjourn	Roll Call - Carried

### Call to Order

Josh Short called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Ann Chandler, Jenna Griffith, Ryan Johnson, Tammy Krouse, Keven Latoz, Kris Lundquist, Zach Newell, Bev Obert, Josh Short, Kelley Sullivan

#### Absent:

Tiffany Droege, Chastity Mays

#### Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Stacie Bushong, Rhonda Johnisee, Leah Gregory, John Knirr, Shirley Paden, Susan Palmer, Casey Parr, Linda Petty, Ellen Popit, Rita Stephens, Pam Thomas, Jill Trevino, Anna Yackle

### Welcome New Board Member

Josh Short welcomed new board member Kelley Sullivan and her Commitment to Serve has been signed and filed.

### Consent Agenda

Ryan Johnson motioned to accept the Director and Staff Activity Report. Stacey Carter seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Ann Chandler motioned to approve the minutes as amended. Ryan Johnson seconded. Motion carried unanimously by roll call vote.

### **Acceptance of Bills February 2022**

Stacey Carter motioned to accept the February 2022 bills. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### **February 2022 Financial Report**

Rhonda Johnisee shared the following report.

#### FY2022 Grants Status

- IHLS has received written approval on all FY2022 Special Revenue Grant Amendments at the requested levels – Cataloging Maintenance Center (CMC) - \$405,697 and Online Computer Library Center (OCLC) - \$149,513. IHLS has received 100% of the CMC and OCLC grant funding.
- IHLS has received written approval for the FY2022 System Area & Per Capita Grant (SAPG) application at the requested level of \$3,400,700.32. IHLS has received 81% or \$2,740,978.11 of the SAPG funding. This is the General Revenue and the Live and Learn allotments of the SAPG funds. This reflects the last of the state funded portion of the SAPG and we are only waiting for the federal LSTA portion of \$659,722.21, which Greg McCormick informed us yesterday that it is forthcoming.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000.

#### February 2022 Financial Reports

Financial reports represent IHLS' financial activities through February 28, 2022.

On the Statement of Revenues and Expenditures, the column titled, IHLS Approved FY2022 Total Budget Remaining Percentage, represents the remainder left (based on percentage) of the IHLS Approved FY2022 Budget. As of February 28, 2022, the target benchmark of the remaining budget should be 33% for all budget line items except Personnel which should be 35% based on a total of 26 payrolls for the fiscal year. Any items with percentages less than expected are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

Statement of Revenues and Expenditures:

#### General Fund

Total Revenues year to date (YTD) Actuals are above YTD Budget by 19.0%. Total Expenses YTD Actuals are below YTD Budget by 13.3%.

#### SHARE

Fees for Services and Materials YTD Actuals of \$1,397,074.27 represents 95.3% of the projection in the FY2022 budget. As of February 28, 2022, 96.9% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 3.2%.

## Balance Sheets:

### General Fund

Cash and Cash Equivalents as of February 28, 2022, the General Fund cash balance was \$5,886,024.50. This balance would fund IHLS General Fund operations an estimated 16.8 months based on the FY2022 approved expenditure levels.

### Capital Projects Fund

The \$25,501.68 indicated under “Reserve Funds” represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

### SHARE

Cash and Cash Equivalents as of February 28, 2022, the SHARE cash balance of \$2,563,439.55 represents \$1,098,157.76 of SHARE Reserve Funds, \$73,170.18 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,392,111.61 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 8.2 months based on the FY2022 operations budget.

Ann Chandler motioned to accept the February 2022 Financial Report. Stacey Carter seconded. Motion carried unanimously by roll call vote.

### **FOIA Update**

Karen Bounds stated SmartProcure is submitting a commercial FOIA request to the Illinois Heartland Library System for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Illinois Heartland Library System)
7. Email Address
8. Office Address (Address, City, State, Zip)

### **OMA Update**

Leslie Bednar explained earlier this calendar year that a board member was able to take the newly updated FOIA and OMA training and gave staff a heads-up regarding recent changes to the Illinois Open Meetings Act (5 ILCS 120/) that appear in the training. Specifically, this new section 5 ILCS 120/7(e) was added as a response to the pandemic, and addresses attendance via electronic means. IHLS as a library system with a service area larger than 4,500 square miles has always been able to meet and make quorum with members attending electronically and has a foundational policy to support it. This new section (5 ILCS 120/7(e)) includes two items that impact meetings going forward: all votes must be roll call votes, and the meeting must have a verbatim recording made available to the public after the meeting. IHLS received different legal interpretations of this section and in the interest of more transparency we are moving forward with the more conservative interpretation.

## **Public Comment**

None

## **Communication**

### Board Learning

Stacie Bushong presented a Power Point on Minutes Format and Layout.

### SHARE (Sharing Heartland's Available Resources Equally) Outreach

Leslie Bednar shared an update on our outreach to RAILS-area LLSAPs (Local Library System Automation Program).

## **Staff Report**

### Personnel

Stacey Carter motioned to enter closed session. Kevin Latoz seconded. Motion carried unanimously by roll call vote. Entered closed session at 5:27 p.m.

Bev Obert motioned to return to open session. Ryan Johnson seconded. Motion carried unanimously by roll call vote. Returned to open session at 5:56 p.m.

### Staff Update

Kevin Latoz motioned to approve the Staff Report. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### Secondary Employment

Bev Obert motioned to approve Secondary Employment. Zach Newell seconded. Motion carried unanimously by roll call vote.

## **Illinois State Library Report**

Rita Stephens reported:

- Project Next Generation (PNG) grant applications are due March 30. These grants for public libraries allow for the establishment of educational programs and hiring mentors to work specifically with middle to high school students. From STEM to exploring careers, immersive programs may be planned to not only educate and involve students in technology-related projects but also to promote character development and to improve personal skills such as goal setting or to build self-confidence.
- PNG site/monitoring visits are beginning with Eldorado, Harrisburg, Sparta, Anne West Lindsey, and Marion. Also, a monitoring visit to Sesser, who received a Road to Recovery grant.
- Public Library Construction Act Grant applications are due April 15. This grant program assists public libraries with construction costs in their facilities. These awards are funded by the sale of state bonds.
- Public Library Per Capita and Equalization Aid Grant applications are in the final stages.
- Libraries applying for FY2023 grants that are funded with federal funds may receive an email requesting their agency's Unique Entity Identifier, or UEI, if it is not currently on file at the Illinois State Library. Since 1998, the federal government, including the Institute of Museum and Library Services, has used a Dunn and Bradstreet number or DUNS, to identify and validate agencies receiving federal grant funds including Library Services and Technology Act monies. The UEI provided through SAM.gov is positioned to take the place of the DUNS starting in April

2022. If your library is registered in SAM.gov, a UEI has already been assigned to your agency. For those agencies not registered in SAM.gov, their website offers an option to just obtain a UEI without going through the full certification process. The UEI will be required for libraries receiving federal funds, such as LSTA, from the State Library.

- Letters for Literature are being reviewed.

## **Committee Reports**

### Executive

Josh Short reported the committee held a routine meeting and discussed items listed later in this agenda.

### Budget and Finance

Bev Obert reported the committee met and held a routine meeting and discussed the Automatic Material Handler.

### Policy and Membership

Stacey Carter reported the committee met and was given an update on certification.

### Facilities and Operations

Loretta Broomfield reported the committee met and discussed items listed later in this agenda in addition to a surplus vehicles list.

### Personnel

No report was given.

### Advocacy and Education

Karen Bounds reported the committee did not meet.

### Nominating

Leslie Bednar reported the committee met and finalized the ballot. Currently there are 102 votes cast in the election.

## **Unfinished Business**

### Edwardsville Building Update

Leslie Bednar reported costs came in higher than budgeted in FY2021. Staff will meet to discuss what can be done or what will need to be included in the FY2023 budget.

### Automatic Material Handler

Leslie Bednar reported staff contracted Greg Pronevitz, an expert in the field of library delivery systems, to guide the Request for Information (RFI) process for an Automatic Material Handler. Based on the contract deliverables there will not be sufficient information available in time for the FY2023 SAPG Budget proposals. The project will be included as a planning activity for the FY2023 Operational Plan.

### IHLS-RAILS Delivery Exchange

Leslie Bednar reported for FY2023 the ILDS exchange between IHLS and The Reaching Across Illinois Library System (RAILS) location will remain in Champaign.

## **New Business**

### FY2022 Budget and Operational Plan Review

Leslie Bednar reviewed the FY2022 Budget and Operational plan updates with board members.

### FY2022 Champaign Restroom Improvements

Leslie Bednar reported the project is wrapping up with walls being painted and tile installed. There is a 6–8-week delivery schedule to wait for the bathroom stall walls. The goal is to have a complete presentation with photos at the April meeting.

### FY2023 System Area and Per Capita Grant Timeline

Leslie Bednar reviewed the timeline with board members.

### Meeting Resources

Josh Short explained after meeting with Eli Mina for a consultation on minute taking, it was determined to begin a few new practices as outlined in the earlier Power Point presentation on minutes layout and content.

### Agenda Building

Stacey Carter motioned to include the surplus vehicles list. Ann Chandler seconded. Motion carried unanimously by roll call vote.

Ann Chandler motioned to include details on how much money is invested in Illinois Funds. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

## **Public Comment**

None

## **Announcements**

Madison County Statement of Economic Interest emails have been sent, please send your completed form to Stacie Bushong. Four board members still need to submit their Citations Review forms. If anyone has any ideas for an ILA Reporter article, please submit to Josh.

## **Adjournment**

Karen Bounds motioned to adjourn. Tammy Krouse seconded. Motion carried unanimously by roll call vote. Adjourned at 6:32 p.m.