

BOARD OF DIRECTORS MEETING MINUTES

April 27, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the April 27, 2021, Consent Agenda <ul style="list-style-type: none"> a. Approval of March 23, 2021, Minutes b. Approval of April 1, 2021, Minutes c. Approval of April 19, 2021, Minutes d. March Director & Staff Activity Report 	Carried
4.1	Accept the March 2021 Bills	Roll Call - Carried
5.1	Accept the March 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Roll Call - Carried
13.2	Approve the Enterprise Update	Carried
14.1	Approve Proposed Surplus Items	Roll Call - Carried
14.2	Approve Salary Upgrades	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, Loretta Broomfield, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell, Jill Shelton, Josh Short, Charlene Topel, Bill Wagner

Absent:

Karen Bounds, Bev Obert

Other Attendees:

Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Rita Stephens, Pam Thomas, Cassandra Thompson, Jill Trevino, Anna Yackle

Consent Agenda

Josh Short motioned to accept the consent agenda. Tina Hubert seconded. Motion carried.

Acceptance of Bills March 2021

Tina Hubert motioned to accept the March 2021 bills. Bill Wagner seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Financial Reports

Rhonda Johnisee reviewed the Financial report.

FY2021 Grants Status

IHLS has received \$1,209,700.32 of the FY2021 System Area & Per Capita Grant (SAPG). This is the General Revenue and Library Services and Technology Act (LSTA) allotment of the SAPG funds. The \$659,722.21 LSTA funds were received in March.

March 2021 Financial Reports

The financial reports included in the board packet represent IHLS' financial activities through March 31, 2021. As of March 31, 2021, the target benchmark of the remaining budget should be 25% for all budget line items except "Personnel" which should be 27% based on total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues: Year to Date (YTD) Actuals are below YTD Budget by 49.0%, which is primarily due to having received only 35.6% of the FY2021 SAPG approved allocation. Total Expenses: YTD Actuals are below YTD Budget by 17.8%.

SHARE

Fees for Services and Materials YTD Actuals \$1,372,970.75 represents 99.3% of the projection in the FY2021 budget. As of March 31, 2021, 99.9% of that amount has been collected. Total Expenses: YTD Actuals are below YTD Budget by 5.1%.

Balance Sheets

General Fund

Cash and Cash Equivalents: As of March 31, 2021, the General Fund cash balance was \$4,182,147.70. This balance would fund IHLS General Fund operations an estimated 12.4 months based on the FY2021 approved expenditure levels.

Capital Projects Fund

The \$25,500.59 represents the \$25,500 grant receipt plus 59 cents of interest earned on those funds.

SHARE

Cash and Cash Equivalents: As of March 31, 2021, the SHARE cash balance of \$2,012,857.22 represents \$989,049.54 of SHARE Reserve Funds, \$68,747.21 of Committed Funds for eBooks Cloud Subscription purchases, and \$955,060.47 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.9 months based on the FY2021 operations budget.

Bill Wagner motioned to accept the Financial Reports. Josh Short seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Leslie Bednar introduced the new Communications Coordinator, Danielle Beasley. Danielle shared some of her background experience and her excitement to work for IHLS.

In addition, Leslie shared that WSIU, the PBS station in Carbondale, reached out a few months ago regarding an opportunity to support one of their programs. We used this opportunity to support the IHLS goal of advocating for the libraries of the IHLS service area by communicating that public libraries are currently providing services including ebooks and digital services. The program aired April 5 through 7 during National Library Week, during each of three segments of the local broadcasts of the new Ken Burns documentary, *Hemingway*.

IHLS took further advantage of the opportunity by sharing the video with librarians in the *IHLS Member Connection*, posting it on the website and YouTube, and sharing it on Facebook, Twitter, and LinkedIn. We then pushed the Facebook post with a low, \$20 budget to spread the message out to the public; it targeted Facebook users of the IHLS service area with one of several library-related keywords in their interests (such as "reading" or "video games") and received 1,074 additional video views and reached an additional 1,600 people.

Staff Report

Staff Update

Bill Wagner motioned to enter closed session. Josh Short seconded. Motion carried. Entered closed session at 5:18 p.m.

Bill Wagner motioned to return to open session. Zach Newell seconded. Motion carried. Returned to open session at 5:28 p.m.

Lupe Mejia motioned to accept the staff report. Bill Wagner seconded. Motion carried unanimously by roll call vote.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick shared the Illinois State Library (ISL) has been talking with the Illinois Library Association (ILA) about how funds from the Library Services Technology Act (LSTA) and Coronavirus Aid, Relief, and Economic Security Act (CARES) will be distributed. Public Library Per Capita Grant and School Library Grants will receive appropriations after Senate Bill (SB2232) the Taxpayer Transparency Act if finalized. The ISL continues to follow state guidelines regarding COVID. The Secretary of State has made three final awards for the Public Library Construction Grant to Winchester Public Library, East Moline Public Library, and East Dubuque Public Library. Staff is in the process of the final review of applications for the FY2021 Live and Learn Grant, and awards will be announced soon. Recently, the Institute of

Museum and Library Services (IMLS) made their annual visit to the ISL. The focus was on the Coronavirus Aid, Relief, and Economic Security Act funding in addition to the American Rescue Plan Act which will provide funding for all types of libraries. More information is forthcoming.

Committee Reports

Executive

Stacey Carter reported the committee met and covered all items on this agenda.

Budget and Finance

Bill Wagner reported the committee met and held a routine meeting in addition to items on this agenda.

Policy and Membership

Loretta Broomfield reported the committee met and discussed the status of library certification. Over half of the libraries have completed certifications.

Facilities and Operations

Stacey Carter reported the committee met and discussed the Edwardsville building and Champaign building updates.

Personnel

Josh Short reported the committee did not meet. Jill Trevino sent an update report.

Advocacy and Education

Josh Short reported the committee did not meet. Ellen Popit sent an update report on advocacy activities.

Nominating

Leslie Bednar reported this year has seen better participation in the election than in the past. She credits board member testimonial videos and increased marketing efforts.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reviewed the Edwardsville Building Update with the board.

Enterprise Update

Bill Wagner motioned to continue with Enterprise Leasing for IHLS fleet and fleet management services and to consign any surplus and unsold vehicles to Enterprise. Frank Bandre seconded. Motion carried.

New Business

Proposed Surplus Items

Tina Hubert motioned to approve the Proposed Surplus Items list. Bill Wagner seconded. Motion carried unanimously by roll call vote.

Salary Grade Updates

Bill Wagner motioned to approve the Salary Grade Updates. Josh Short seconded. Motion carried unanimously by roll call vote.

FY2022 System Area and Per Capita Grant

Leslie Bednar reviewed the draft FY2022 System Area and Per Capita Grant components with the board. This includes the draft budgets and budget narrative, plus the draft operational plan. Following the board meeting both documents will be posted to the website for member comment.

Champaign Building Update

Leslie Bednar reported there were no responses to the Request for Proposal (RFP) for the Champaign building improvements. The RFP will be reviewed and possibly reconfigured. The project will be moved to FY2022 capital fund budget.

Fraternization in the Workplace Policy

Josh Short reported Fraternalization in the Workplace Policy was reviewed by the Personnel committee. Stacey Carter reported it will be posted for member comment. This will become part of the Staff handbook.

Consensual Agreement Contract

Josh Short reported the Consensual Agreement Contract was reviewed by legal counsel and then the Personnel committee. It will be posted for member comment. This will become part of the Staff handbook.

Employment of Relatives / Family Members Policy

Josh Short reported the Employment of Relatives / Family Members Policy was reviewed by legal counsel and then the Personnel committee. It will be posted for member comment. This will become part of the Staff handbook.

Recognition of Retiring Board Member

Stacey Carter reported Bill Wagner will be retiring from the board. She thanked him for his time serving on the IHLS board of directors. Bill said he enjoyed serving and working with a group of people who are focused on carrying out the missions and goals of IHLS. He hopes to run again to serve on the board in the future.

Agenda Building

Board members discussed agenda items for the May 25th meeting.

Public Comment

None

Announcements

Stacey Carter announced that Tina Hubert will be taking over as Treasurer with Bill's retirement. Tina retires in June and the position of Finance committee chair will be available. If interested, please contact Stacey Carter. Stacie Bushong will be sending out a communications survey to board members. Stacey also announced Janet Jenkins will be retiring from the board in June.

Adjournment

Bill Wagner motioned to adjourn. Zach Newell seconded. Motion carried. Adjourned at 6:10 p.m.