

APPROVED BOARD OF DIRECTORS MEETING MINUTES

May 24, 2022
5:00 p.m.

Zoom due to Shelter-in-Place

	Approve adjustment to the order of items in the Human Resources Section	Roll Call - Carried
3	Approve the May 24, 2022 Consent Agenda a. Approval of April 26, 2022 Minutes b. Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the April 2022 Bills	Roll Call - Carried
5.1	Accept the April 2022 Financial Reports	Roll Call - Carried
	Approve moving up agenda item 14b FY2023 Board Elections	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
10b	Approve Secondary Employment	Roll Call - Carried
13.2	Approve the FY2023 Budget and Narrative	Roll Call - Carried
13.3	Approve the FY2023 Operational Plan	Roll Call - Carried
14.1	Approve the Agreement with CARLI to Lease Space in Champaign	Roll Call - Carried
14.2	Approve the Slate of Newly Elected Board Members	Roll Call - Carried
14.3	Approve the FY2023 IHLS Board Meeting Dates	Roll Call - Carried
14.4	Approve the FY2023 IHLS Holidays	Roll Call - Carried
14.5	Approve the FY2023 System Attorneys	Roll Call - Carried
14.6	Approve Additional Bank Signers	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, Tiffany Droege, Jenna Griffith, Tammy Krouse, Kevin Latoz, Kris Lundquist, Zach Newell, Josh Short, Kelley Sullivan

Absent:

Ryan Johnson, Chastity Mays, Bev Obert

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Brandon Chapman, Christi Gerrish, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Casey Parr, Ellen Popit, Cassandra Thompson, Jill Trevino, Anna Yackle

Consent Agenda

Karen Bounds motioned to accept the consent agenda. Zach Newell seconded. Motion carried.

Acceptance of April 2022 Bills

Kevin Latoz motioned to accept the April 2022 bills. Stacey Carter seconded. Motion carried unanimously by roll call vote.

April 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. IHLS received notice yesterday that the Library Services and Technology Act (LSTA) portion of the FY2022 SAPG was issued. We hope to receive the check in the mail by the end of the week.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000. IHLS requested \$9,385.49 of reimbursement for purchases made under this grant on the last quarter grant report. We hope to see that check issued to us soon.

April 2022 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through April 30, 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 April 30, 2022, the target benchmark of the remaining budget should be 17% for all budget line items except "Personnel" which should be 15% based on total of 26 payrolls for the fiscal year. Any items with percentages less than those amounts 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 below YTD Budget by 3.2%. Total Expenses YTD Actuals are below YTD Budget by 10.1%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,428,732.64 represents 97.5% of the projection in the FY2022 budget. As of April 30, 2022, 99.1% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 5.9%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of April 30, 2022, the General Fund cash balance was \$5,264,040.64. This balance would fund IHLS General Fund operations an estimated 15.0 months based on the FY2022 approved expenditure levels.

SHARE

Cash and Cash Equivalents as of April 30, 2022, the SHARE cash balance of \$2,187,553.69 represents \$1,098,845.78 of SHARE Reserve Funds, \$63,153.47 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,025,554.44 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.0 months based on the FY2022 operations budget.

Karen Bounds motioned to accept the April 2022 Financial Report. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

The Executive Assistant shared a presentation on the board section of the IHLS Bylaws. The SHARE Director shared a presentation on Intellectual Freedom.

Move Item Number 14b FY2023 IHLS Board Elections Up in the Agenda

Stacey Carter motioned to move item 14b FY2023 IHLS Board Elections. Zach Newell seconded. Motion carried unanimously by roll call vote.

FY2023 IHLS Board Elections

Stacey Carter motioned to certify newly elected board members. Ann Chandler seconded. Motion carried unanimously by roll call vote.

Public Library Representative: Loretta Broomfield – Marion Carnegie Library

Public Library Trustee Representatives: Karen Bounds – Centralia Regional Public Library, Kevin Kelsey – Mahomet Public Library, Linda McDonnell – Six Mile Regional Library District (Granite City), Joshua Short – Louis Latzer Memorial Public Library (Highland).

Staff Report

Personnel

Stacey Carter motioned to enter closed session. Karen Bounds seconded. Motion carried unanimously by roll call vote. Entered closed session at 5:24 p.m.

Ann Chandler motioned to return to open session. Zach Newell seconded. Motion carried unanimously by roll call vote. Entered open session at 5:38 p.m.

Staff Update

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

Secondary Employment

Stacey Carter motioned to approve Secondary Employment. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

Illinois State Library Report

The Director of the Illinois State Library (ISL) reported the state library is waiting on finalization of House Bill 5283 which allows the state treasurer to fill an open board seat if open for more than 90 days. Illinois Senate Bill 3497, which allows libraries to waive fees on non-resident cards for people under the age of 18, goes into effect May 13. It is up to individual boards to decide if they want to implement. Any questions can be directed to the state library. Staff is looking forward to Directors University being at the ISL in June. There will be a Directors University 2.0 later in the summer for those who are returning for further education. Work to finalize two FY2022 grants, Live and Learn Construction grants and Public Library Per Capita grants is ongoing. There were approximately 20 districts who had not reviewed their service maps, but it has been resolved. Staff will soon be reviewing the System Area and Per Capita Grant (SAPG) applications, developing the Library Service and Technology Act (LSTA) plans for the next five years, and have gathered information from grant recipients over the last few years. Invitations have been sent to various library personnel to be part of the Illinois State Library Advisory Council (ISLAC) committee.

Committee Reports

Executive

The committee chair reported the committee met and discussed items later on this agenda.

Budget and Finance

The board president reported the committee met and held a routine meeting in addition to discussing items later on this agenda.

Policy and Membership

The committee chair reported the committee met and reviewed the FY2023 Budget, Narrative, and Operational Plan and moved it to the Executive Committee.

Facilities and Operations

The committee chair reported the committee did not meet.

Personnel

The committee chair reported the committee did not have a quorum and did not meet.

Advocacy and Education

The committee chair reported the committee did not meet.

Nominating

The committee met and finalized election results.

Unfinished Business

FY2023 System Area and Per Capita Grant

The board reviewed the FY2023 System Area and Per Capita Grant.

FY2023 Budget and Narrative

Karen Bounds motioned to approve the FY2023 Budget and Narrative. Kevin Latoz seconded. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Stacey Carter - yes, Ann Chandler - no, Tiffany Droege - yes, Jenna Griffith - yes, Tammy Krouse - yes, Kevin Latoz - yes, Kris Lundquist - yes, Zach Newell - yes, Josh Short - yes, Kelley Sullivan - yes

FY2023 Operational Plan

Stacey Carter motioned to approve the FY2023 Operational Plan. Zach Newell seconded. Motion carried unanimously by roll call vote.

Automatic Material Handler

The Executive Director reviewed the report and explained the project is still in the exploratory phase. The consultant will review the Request for Information (RFI) responses and make recommendations.

FY2022 Champaign Restroom Improvements

The Operations Director shared a presentation on the Champaign Restroom Improvements and thanked the state library for the Live and Learn Construction Grant.

Edwardsville Building Update

The Executive Director reviewed the Edwardsville Building Update with the board.

New Business

Facilities

Ann Chandler motioned to approve the Consortium of Academic and Research Libraries (CARLI) agreement to lease space in the Champaign building. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Board Officer Nomination Committee

The board president asked members to contact him if they are interested in serving on the committee.

FY2023 IHLS Board Meeting Dates

Karen Bounds motioned to approve the FY2023 IHLS Board Meeting Dates. Stacey Carter seconded. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Stacey Carter - yes, Ann Chandler - no, Tiffany Droege - yes, Jenna Griffith - yes, Tammy Krouse - yes, Kevin Latoz - yes, Kris Lundquist - yes, Zach Newell - yes, Josh Short - yes, Kelley Sullivan - yes

FY2023 IHLS Holidays

Karen Bounds motioned to approve the FY2023 IHLS Holidays with corrections. Kris Lundquist seconded. Motion carried unanimously by roll call vote.

FY2023 System Attorneys

Kevin Latoz motioned to approve the FY2023 System Attorneys. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Additional Bank Signers

Stacey Carter motioned to approve Additional Bank Signers. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Executive Director Evaluation

The board president reported an online survey will be sent to board members along with the FY2022 Operational Plan. All members will be able to participate prior to the June board meeting. Clarification was made confirming goals are set for the Executive Director.

Recognition of Retiring Board Member

The board president recognized Bev Obert for her service of six years as a board member. A \$50.00 donation to the Illinois Library Association (ILA) was made in lieu of flowers at her request. Members shared fond memories of working with Bev at the Rolling Prairie Library System, The Farm Progress Show, and on the IHLS board. A member of the Finance Committee shared that he learned a lot from Bev especially as a new board member.

Agenda Building

Board members discussed the June agenda.

Public Comment

None

Announcements

The board president reminded everyone he is always open to ideas for ILA Reporter articles as he is on the committee.

Adjournment

Karen Bounds motioned to adjourn. Kevin Latoz seconded. Motion carried unanimously by roll call vote. Adjourned at 6:27 p.m.