

BOARD OF DIRECTORS MEETING MINUTES

June 22, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the June 22, 2021 Consent Agenda a. Approval of May 25, 2021 Minutes b. May Director and Staff Activity Report	Carried
4.1	Accept the May 2021 Bills	Roll Call - Carried
5.1	Accept the May 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
13b	Appoint Kris Lundquist to the Open Board Position	Carried
13d	Approve a 5% Raise for the Executive Director	Roll Call - Carried
14.2	Approve Membership Considerations	Carried
14.3	Approve IHLS Flex Hours and Telecommuting and Telecommuting agreement	Carried
14.4	Approve the Procurement Policy with a \$20,000.00 Cap	Carried
	Adjourn	Carried

Call to Order

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

Roll Call

Board Members:

Frank Bandre (exited at 6:10 p.m.), Karen Bounds, Loretta Broomfield, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Chastity Mays, Lupe Mejia, Bev Obert, Jill Shelton (entered 5:05 p.m., exited 5:20 p.m.), Josh Short, Charlene Topel

Absent:

Zach Newell

Other Attendees:

Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Ann Chandler, Colleen Dettenmeier, Ryan Johnson, Kevin Latoz, Greg McCormick, Shirley Paden, Susan Palmer, Ellen Popit, Cassandra Thompson, Jill Trevino, Anna Yackle

Consent Agenda

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

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills May 2021

Tina Hubert motioned to accept the May 2021 Bills. Frank Bandre seconded. Motion carried unanimously by roll call vote.

Financial Reports

Bev Obert motioned to accept the Financial Reports. Karen Bounds seconded. Motion carried.

Colleen Dettenmeier reported.

The new grant activity reported in May includes General fund receipt of the \$2,191,000 balance owed for FY2021 System Area and Per Capita grant funds and SHARE Fund reimbursement of \$22,077.95 for the E-book Cares Act Grant.

In the Statement of Revenues and Expenditures the target benchmark of the remaining budget items should be 8%. Any line items that are under that percentage are noted on the corresponding funds Statement of Revenues and Expenditures.

For the General Fund, the total revenues year to date (YTD) actuals are above YTD budget by 7.2%. The total expenses YTD actuals are below YTD Budget by 16.9%.

For the SHARE Fund the fees for services and materials YTD Actuals of \$1,399,351.13 represents 101.2% of the projection in the FY2021 budget. As of May 31, 2021, 99.7% of that amount has been collected. The Total Expenses YTD Actuals are below YTD Budget by 6.8%.

In the Balance Sheets General Fund cash and cash equivalents balance was \$5,494,678.38. This balance would fund IHLS General Fund operations an estimated 16 months based on the FY2021 approved expenditure levels.

In the Capital Projects Fund the \$25,500.79 indicated under "Reserve Funds" represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

In the SHARE Fund balance sheet, the cash and cash equivalents balance of \$2,112,295.92 represents \$989,111.99 of SHARE Reserve Funds, \$55,002.78 of committed funds for eBooks Cloud Subscription purchases, and \$1,068,181.15 unrestricted (SHARE operations). The unrestricted funds will fund SHARE operations approximately 7.1 months based on the FY2021 SHARE operations budget. This balance includes the \$300,000 IHLS' FY2021 contribution to SHARE. The transfer would normally occur in June due to funding delays in the System Area and Per Capita Grant, however the transfer occurred in May because the balance owed was received.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Stacie Bushong reviewed the Board Communication Survey results with the board in addition to introducing the new Board Intranet. Access details will be shared with board members in the near future.

Troy Brown shared an updated timeline for the new website project.

Staff Report

Staff Update

Tina Hubert motioned to accept the staff report. Josh Short seconded. Motion carried.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick reported the Governor has approved the FY2022 budget and the Secretary of State funding held steady. System Area and Per Capita grant applications were received. IHLS will be receiving an acceptance letter and there were no problems found with the application. Senate Bill 2232 passed and awaits the Governor's approval. The ISL has reviewed many grant applications including Public Library Construction Grants and matching funds requirements were recently submitted, and it looks like most qualify. The other grant applications reviewed include Adult Literacy, Technology, Project Next Generation, Delivery Funds for the Illinois Library Delivery Service (ILDS), OCLC, and the Cataloging Maintenance Center (CMC). Coming soon are grant offerings because of the American Rescue Act Grant.

Committee Reports

Executive

Stacey Carter reported the committee met and discussed items under Unfinished and New Business. In addition, the closed session review was discussed and had been delayed due to COVID-19 with the goal to get them done by the July board meeting.

Budget and Finance

Tina Hubert reported the committee met and held a routine meeting. They also reviewed the Procurement Policy.

Policy and Membership

Loretta Broomfield reported the committee met and discussed Membership Considerations.

Personnel

Josh Short reported the committee met and discussed member comments on the Diversity Policy in addition to the Flex Hours and Telecommuting Policy and Return to Office Plan for IHLS staff.

Unfinished Business

Edwardsville Building Update

Leslie Bednar presented a slide presentation on progress with the Edwardsville building remodel.

Open Board Position

Stacey Carter recommended Kris Lundquist, a board trustee from the Watseka Public Library, to fill the vacant Public Library Trustee position for the remaining time left in the term.

Karen Bounds motioned to appoint Kris Lundquist to fill the vacant Public Library Trustee position. Frank Bandre seconded. Motion carried.

Board Officers Nomination Committee

Tina Hubert's recommendations for FY2022 board officers are Josh Short - President, Loretta Broomfield - Vice President, Karen Bounds - Treasurer, Stacey Carter - Secretary. Board officer elections are held at the July board meeting.

Executive Director Evaluation

Bev Obert motioned to enter closed session. Karen Bounds seconded. Motion carried. Entered closed session at 5:41 p.m.

Karen Bounds motioned to re-enter open session. Josh Short seconded. Motion carried. Entered open session at 5:55 p.m.

Karen Bounds motioned to give Leslie Bednar a 5% raise. Josh Short seconded. Motion carried by roll call vote. Frank Bandre - yes, Karen Bounds - yes, Loretta Broomfield - yes, Stacey Carter - yes, Tina Hubert - yes, Janet Jenkins - yes, Tammy Krouse - yes, Chastity Mays - yes, Lupe Mejia - yes, Bev Obert - abstain, Josh Short - yes, Charlene Topel - yes.

New Business

July-August Committee & Board Meeting Dates

Leslie reviewed the July-August Committee and Board Meeting Dates with the board. Once new committees are approved at the August board meeting, the schedule is subject to change.

Membership Considerations

Karen Bounds motioned to accept the Membership Considerations for SSM/Good Samaritan Hospital (Mt. Vernon), St. Mary's Hospital (Springfield), Veteran's Administration (VA) Illinois Healthcare System Library (Danville). Chastity Mays seconded. Motion carried.

New Board Member Orientation

Leslie Bednar has set up new board member orientation for three new members on July 19. Orientation for the remaining two new members is pending.

IHLS Personnel Code Review

Bev Obert motioned to approve the IHLS Flex Hours and Telecommuting and Telecommuting Agreement. Lupe Mejia seconded. Motion carried.

Procurement Policy

Tina Hubert motioned to approve the Procurement Policy with a cap of \$20,000.00 Josh Short seconded. Motion carried.

Recognition of Retiring Board Members

Stacey Carter recognized retiring board members Frank Bandre, Tina Hubert, Janet Jenkins, and Charlene Topel, and thanked them for their service on the IHLS Board of Directors.

July Board Meeting

Board members have decided to hold the July board meeting via Zoom.

Agenda Building

Members discussed topics for the July board meeting agenda. Stacey Carter announced that Chastity Mays will serve as Treasurer until new board officers are appointed.

Public Comment

None

Announcements

Stacey Carter said the retiring board members will be greatly missed and it will also be a pleasure to work with new board members. Tina Hubert and Janet Jenkins expressed their gratitude for the experience of serving on the board of directors.

Adjournment

Karen Bounds motioned to adjourn. Tina Hubert seconded. Motion carried. Adjourned at 6:25 p.m.