

APPROVED BOARD OF DIRECTORS MEETING MINUTES

July 26, 2022
5:00 p.m.

Zoom due to Shelter-in-Place

4.1	Election of Officers	Roll Call - Carried
5	Approve the July 26, 2022 Consent Agenda a. Approval of June 21, 2022 Minutes b. Director and Staff Activity Report	Roll Call - Carried
6.1	Accept the June 2022 Bills	Roll Call - Carried
12.1	Approve the Staff Report	Roll Call - Carried
12b	Approve Secondary Employment	Roll Call - Carried
16a	Approve Karen Bounds as the Freedom of Information Act Officer	Roll Call - Carried
16b	Approve Ryan Johnson as the Open Meetings Act Officer	Roll Call - Carried
16f	Approve Items for the August 23, 2022 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, Kevin Kelsey, Tammy Krouse, Linda McDonnell, Zach Newell, Josh Short, Kelley Sullivan

Absent:

Tiffany Droege, Kevin Latoz, Chastity Mays

Other Attendees:

Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Leah Gregory, Shandi Greve Penrod, Carol Hogan-Downey, Rhonda Johnisee, Shirley Paden, Casey Parr, Ellen Popit, Rita Stephens, Pam Thomas, Cassandra Thompson, Jill Trevino

Welcome New Board Members

Public library trustees, Kevin Kelsey (Mahomet Public Library) and Linda McDonnell (Six Mile Regional Public Library District); and returning board members Loretta Broomfield (Marion Carnegie Public Library), Karen Bounds (Centralia Regional Library District), and Joshua Short (Louis Latzer Memorial Public Library). All agreed to support the Commitment to Serve.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Election of Officers

Ryan Johnson presented the slate of officers.

Zach Newell motioned to close the FY2023 board officers' nominations ballot. Stacey Carter seconded. Motion carried unanimously by roll call vote.

- President: Josh Short
- Vice President: Loretta Broomfield
- Secretary: Stacey Carter
- Treasurer: Chastity Mays

The slate was elected via online Survey Monkey Ballot.

Consent Agenda

Karen Bounds motioned to accept the consent agenda. Linda McDonnell seconded. Motion carried unanimously by roll call vote.

Acceptance of Bills June 2022

Kelley Sullivan motioned to accept the June 2022 bills. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Draft June 2022 Financial Report

Rhonda Johnsee shared the following report.

The attached Financial Reports for the period ending June 30, 2022, are drafts based on a cash basis.

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 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 100% of the SAPG funding.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000. IHLS has received \$9,385.49 or 37.5% of the Road to Recovery grant funding.
- We have spent the remaining balance of approximately \$15,614.51 that we submitted for reimbursement on the last grant report filed this month.

June 2022 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through June 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 June 30, 2022, the target benchmark of the remaining budget should be 0% for all budget line items.

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 above YTD Budget by 0.4%. Total Expenses, YTD Actuals are below YTD Budget by 9.9%.

SHARE

Fees for Services and Materials, YTD Actuals of \$1,441,920.74 represents 98.4% of the projection in the FY2022 budget. As of June 30, 2022, 99.1% of that amount has been collected. Total Expenses, YTD Actuals are below YTD Budget by 7.7%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of June 30, 2022, the General Fund cash balance was \$4,975,225.51. This balance would fund IHLS General Fund operations an estimated 14.2 months based on the FY2022 approved expenditure levels.

SHARE

Cash and Cash Equivalents as of June 30, 2022, the SHARE cash balance of \$2,227,312.58 represents \$1,100,602.55 of SHARE Reserve Funds, \$50,139.36 of Committed Funds for cloudLibrary subscription purchases, and 1,076,570.67 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.3 months based on the FY2022 operations budget. This balance includes the \$300,000 IHLS FY2022 contribution to SHARE.

FOIA Update

The FOIA officer reported one request was received and responded to in a timely manner.

OMA Update

None

Public Comment

None

Communication

The Executive Director welcomed new and returning board members and shared the news that Zach Newell's library, Eastern Illinois University, has received the Hugh C. Atkinson award. The award recognizes outstanding accomplishments of an academic librarian or group of librarians who has or have worked in the areas of library automation or library management and has made contributions (including risk-taking) toward the improvement of library services or to library development or research.

- The Executive Assistant presented a PowerPoint on Board Member Commitment to Serve.
- The HR Director made a presentation on the St. Louis Post-Dispatch Top Workplace Award.
- The IT Director shared information about the new website development process from the beginning to the present and the Marketing Coordinator shared a preview of the website.

Staff Report

Personnel

None

Staff Update

Stacey Carter motioned to approve the staff report. Karen Bounds seconded. Motion carried unanimously by roll call vote.

The Executive Director recognized Susan Palmer, Operations Director, who recently retired. She highlighted Susan's 25 years of service to libraries, tireless advocacy efforts for libraries, and her confidence in the delivery team's ability to carry on during the transition of finding her replacement.

Secondary Employment

Kevin Kelsey motioned to approve Secondary Employment. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Illinois State Library Report

Pat Burg reported the ISL has been busy awarding grants with \$28.6 million awarded last week. The last distributions for the Public Library Construction Act Grants have been sent. The system annual reports are due September 30.

Committee Reports

Executive

The committee chair reported the committee met and held a routine meeting.

Budget and Finance

No meeting was held.

Policy and Membership

No meeting was held.

Facilities and Operations

No meeting was held.

Personnel

No meeting was held.

Advocacy and Education

No meeting was held.

Unfinished Business

Automatic Material Handler

The Executive Director reported staff met with the consultant to review the Request for Information (RFI) responses from vendors. A report will be submitted at the September board meeting.

FY2022 Edwardsville Building Improvements

The Executive Director reported staff are currently gathering quotes for the repair or replacement of the roof. Information will be shared with the Facilities Committee at their August meeting.

FY2023 Board Meetings

The Board President opened a discussion about how members will attend the two in-person board meetings. It was agreed that attending via Zoom is still an option for those who choose to based on distance and travel time.

New Business

Elect Freedom of Information (FOIA) Officer

Ryan Johnson motioned to elect Karen Bounds as FOIA Officer. Stacey Carter seconded. Motion carried unanimously by roll call vote.

Elect Open Meetings Act (OMA) Officer

Stacey Carter motioned to elect Ryan Johnson as OMA Officer. Karen Bounds seconded. Motion carried unanimously by roll call vote.

August Committee & Board Meeting Dates

The Board President reviewed the August Committee and Board Meeting Dates.

Board Committees

The Board President invited members to attend different meetings and let him know on which they prefer to serve before the August board meeting.

Board Survey

The Board President thanked all who participated in the board survey. Results will be presented at the August meeting.

Agenda Building

Board members discussed items for the August board meeting agenda.

Ann Chandler motioned to add the topic of having the Executive Director to provide a monthly report. Ryan Johnson seconded. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – abstain, Ann Chandler – yes, Jenna Griffith – yes, Ryan Johnson – yes, Kevin Kelsey – abstain, Tammy Krouse – did not vote, Linda McDonnell – abstain, Zach Newell – yes, Josh Short – abstain, Kelley Sullivan – no.

Public Comment

None

Announcements

The Board President is part of the ILA Reporter Advisory Committee and asked for article ideas to be submitted to him.

Adjournment

Karen Bounds motioned to adjourn. Zach Newell seconded. Motion carried unanimously by roll call vote. Adjourned at 6:26 p.m.