

BOARD OF DIRECTORS MEETING MINUTES

August 27, 2019
5:00 pm

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
C.E. Brehm Public Library: 101 South 7th Street, Mt. Vernon, IL 62086, 618-242-6322
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464
Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600
Southeastern Illinois College: Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

3	Approve the August 27, 2019 Consent Agenda a. Approval of July 23, 2019 Minutes b. Director and Staff Activity Report	Carried
4	Accept the July 2019 Bills	Roll Call - Carried
5	Accept the July 2019 Financial Reports	Carried
10	Accept the Staff Report	Carried
10b	Accept secondary employment	Carried
13a	Approve Executive Director 5% Salary Increase	Roll Call – Carried
13b	Accept the Ethics Commission	Carried
14a	Accept FY2020 IHLS Committee Assignments	Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:04 p.m.

Roll Call

Board Members:

Carbondale: Loretta Broomfield

Decatur Public Library: Stacey Carter, Melanie Weigel

Edwardsville: Frank Bandre, Gary Denué, Joshua Short, Mary Smith

Effingham Public Library: Karen Bounds, Tina Hubert, Janet Jenkins, Bev Obert, Charlene Topel, Bill Wagner Jr., Sandy West

Absent, excused: Susan Pennington

Other Attendees:

Carbondale: Troy Brown, Shelley Stone

Champaign: Ian Anderson, Joan Bauer

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Edwardsville: Brandon Chapman, Shirley Paden

Effingham: Leslie Bednar, Julia Bolt, Stacie Bushong, Dominique Granger, Rhonda Johnisee, Susan Palmer, Julia Pernicka, Ellen Popit, Cassandra Thompson, Anna Yackle

Illinois State Library: Pat Burg, Rita Stephens

Consent Agenda

Bev Obert motion to accept the consent agenda. Melanie Weigel second. Motion carried.

Acceptance of July 2019 Bills

Tina Hubert motion to accept the July 2019 bills. Gary Denu second. Motion carried unanimously by roll call vote.

Financial Reports

Karen Bounds motion to approve the financial report. Bill Wagner second. Motion carried.

Rhonda Johnisee reported IHLS has received written approval for all FY2020 special revenue grants and an amendment to OCLC grant at requested levels. In the July 2019 reports the Statement of Revenues and Expenditures for General Fund details YTD Actual Revenues below YTD Budget by 91.4%, which is primarily due to not having received any of our FY2020 SAPG approved allocation. For Total Expenses in the fund YTD Actuals are below YTD Budget by 6.0%.

Finance staff completed the annual billing process for the SHARE Consortium in July, mailing out invoices to members totaling \$1,187,715.76. This represents 92.9% of budgeted revenue projection for the SHARE Fund in FY2020. As of July 31, about 25% has been received. YTD expense actuals for SHARE are below YTD Budget by 36.3%.

On the Balance Sheets, The General Fund Cash and Cash Equivalents show cash and cash equivalents of \$4,414,293.05 at July 31, 2019. This would fund IHLS General Fund operations alone for an estimated 14.7 months based on our current FY2020 budget. The balance would fund General and Special Revenue Funds operations approximately 12.7 months.

SHARE Cash and Cash Equivalents have a July 31, 2019 balance of \$1,591,867.17 balance. This equates to \$747,140.55 of SHARE Reserve Funds, \$143,385.72 of Committed Funds for eBooks Cloud Subscription purchases, and \$701,340.90 Unrestricted (SHARE Operations) The Unrestricted funds will support SHARE Operations approximately 5.3 months based on the current FY2020 Operations Budget.

FOIA Update

Stacey Carter reported IHLS received a quarterly request from SmartProcure for commercial records and responded within hours. No further action was required.

OMA

None

Public Comment

Bev Obert thanked system and member library staff who assisted with Think Outside the Barn (at the 2019 Farm Progress Show). It is off to a good start.

Communication

Leslie Bednar shared the Members Matter meeting schedule. She gave special thanks to staff for the planning, notably Ellen Popit and Anna Yackle. Topics will be announced at least a month in advance. Anna Yackle shared the next topic will be how to negotiate with your board. Tina Hubert suggested the topic “responding to the minimum wage impact.” Leslie also thanked Anna Yackle for her presentation of Taxation and Levies for the Board Networking event.

Staff Report

Staff Update

Bill Wagner motion to accept the staff report. Tina Hubert second. Motion carried.

Secondary Employment

Josh Short motion to accept secondary employment recommendations. Karen Bounds second. Motion carried.

Personnel

None

Illinois State Library Report

Pat Burg reported the Illinois Public Library Annual Reports (IPLAR) are coming in and the deadline is September 1, 2019. The FY2020 school library grant is available with submission deadline October 15, 2019. The Inter Library Loan Traffic Survey is now available online and is due March 15, 2020. The FY2020 Live and Learn Construction library grant application submissions are open and due January 10, 2020. The System Annual Report is due September 30th.

Committee Reports

Executive

Stacey Carter reported the committee reviewed the executive director evaluation. Discussed the board networking events and committee assignments.

Budget & Finance

Bev Obert reported a routine meeting and thanked the Accounting staff for the information on the bills. The audit was complete a day early and the auditors will be at the September 10 committee meeting.

Membership & Policy

Mary Smith reported the committee did not meet.

Facilities & Operations

Sandy West reported the committee did not meet.

Personnel

Stacey Carter reported the committee reviewed two new position descriptions.

Advocacy & Education

Sandy West reported the committee did not meet.

Unfinished Business

Executive Director Evaluation

Tina Hubert motion to enter closed session. Sandy West second. Motion carried. Entered closed session at 5:39 p.m.

Karen Bounds motion to return to open session. Charlene Topel second. Returned to open session at 6:07 p.m.

Melanie Weigel motion to give the executive director a 5% salary increase. Joshua Short second. Frank Bandre - yes, Karen Bounds - abstain, Loretta Broomfield - yes, Stacey Carter - yes, Gary Denué - yes, Tina Hubert - yes, Janet Jenkins - yes, Bev Obert - abstain, Joshua Short - yes, Mary Smith - yes, Charlene Topel - yes, Bill Wagner - abstain, Melanie Weigel - yes, Sandy West - yes.

Ethics Commission

Leslie Bednar explained the function and responsibilities of the Ethics Commission.

Melanie Weigel motion to accept the recommendation for members of the Ethics Commission. Josh Short second. Motion carried.

New Business

FY2020 IHLS Committee Assignments

Members reviewed the assignments. Tina Hubert has accepted the position of Member at Large.

Bill Wagner motion to accept the committee assignments. Gary Denué second. Motion carried.

FY2019 IHLS Annual Report

Leslie Bednar explained the purpose of the Annual Report and what information it contains.

Group Purchase Opportunities

Cassandra Thompson shared information on group purchase opportunities. Burbio, a community event calendar aggregator app several member libraries are already participating. We shared this information with RAILS as well. Also, Washington Post for digital licenses and Swank movie licensing. Baker and Taylor and RB Digital will offer some lunch and learns in the fall to discuss a few of the tools they offer.

Joint IHLS – Reaching Across Illinois Library System Board Meeting

Stacey Carter shared a request from RAILS for a joint board meeting. The board members would like to know what topics of mutual interest would be discussed and what the desired outcome would be. They recommend the system directors and board presidents meet to discuss this before scheduling a joint board meeting.

Agenda Building

Bev Obert will share a final report about Think Outside the Barn. Approval of the Annual Report narrative and Audit.

Public Comment

None

Announcements

None

Adjournment

Karen Bounds motion to adjourn. Bill Wagner second. Motion carried. Adjourned 6:42 p.m.