

BOARD OF DIRECTORS MEETING MINUTES

August 24, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the August 24, 2021 Consent Agenda a. Approval of July 27, 2021 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the July 2021 Bills	Roll Call - Carried
5.1	Accept the July 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
13.1	Approve Board Committees	Carried
14.1	Approve the Personal Social Media and Online Communication Policy	Carried
14.2	Approve the Ethics Commission	Carried
	Adjourn	Carried

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Karen Bounds, Loretta Broomfield, Ann Chandler, Ryan Johnson, Tammy Krouse, Kevin Latoz, Kris Lundquist, Chastity Mays (exited 5:25 p.m. re-entered 5:27 p.m.), Lupe Mejia, Zach Newell, Bev Obert, Jill Shelton (entered 5:04 p.m.), Josh Short

Absent:

Stacey Carter, Jenna Griffith

Other Attendees:

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

Consent Agenda

Bev Obert motioned to accept the consent agenda minus the July 27, 2021 minutes. Ryan Johnson seconded. Motion carried.

Ann Chandler motioned to accept the July 27, 2021 minutes with correction. Chastity Mays seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills July 2021

Lupe Mejia motioned to accept the July 2021 bills. Karen Bounds seconded. Motion carried unanimously by roll call vote.

July 2021 Financial Reports

Rhonda Johnsee reviewed the financial reports.

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 written approval for the FY2022 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32.

July 2021 Financial Reports

The financial reports included in your board packet represent IHLS financial activities through July 31, 2021.

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 July 31, 2021, the target benchmark of the remaining budget should be 92% for all budget line items. Any percentages under that target benchmark have been noted with what is included in those expenditures on each statement.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to date (YTD) Actuals are below YTD Budget by 89.8%. This is largely due to not receiving any SAPG funding.

Total Expenses YTD Actuals are above YTD Budget by 14.9%. This is largely due to annual premiums being paid on our liability insurances.

SHARE

Fees for Services and Materials YTD Actuals of \$1,330,634.18 represents 90.8% of the projection in the FY2022 budget. As of July 31, 2021, 3.6% of that amount has been collected.

Total Expenses YTD Actuals are above YTD Budget by 78.2%. This is largely due to the payment of the annual Polaris software fee.

Balance Sheets

General Fund

Cash and Cash Equivalents: as of July 31, 2021, the General Fund cash balance was \$4,800,584.38. This balance would fund IHLS General Fund operations an estimated 13.7 months based on the FY2022 approved expenditure levels. The balance would fund General and Special Revenue Funds operations approximately 12.1 months.

Capital Projects Fund

The \$25,500.99 indicated under “Reserve Funds” represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

SHARE

Cash and Cash Equivalents: as of July 31, 2021, the SHARE cash balance of \$1,922,017.10 represents \$989,147.97 of SHARE Reserve Funds, \$20,232.60 of Committed Funds for eBooks Cloud Subscription purchases, and \$912,636.53 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 5.4 months based on the FY2022 operations budget.

The auditors from Scheffel Boyle were on site the first week of August and have been working to wrap up the FY2021 audit. They will be presenting the audit at next month’s Finance Committee and Board meetings.

Karen Bounds motioned to accept the Financial Reports. Ann Chandler seconded. Motion carried.

FOIA Update

Request received from SmartProcure for purchase records from 4/26/2021 through 6/26/2021. The response was made within the time allowed.

OMA Update

None

Public Comment

None

Communication

Leslie Bednar introduced Jennifer Baugh the new SHARE Bibliographic Services Manager. She is currently training with Shelley Stone who is scheduled to retire this fall.

Ellen Popit shared FY2022 continuing education plans. The goal is to take focused approach to professional development in addition to an ongoing commitment to providing exposure to Equity, Diversity and Inclusion topics to our members.

Members Matter began in July 2016 to provide a networking opportunity for members in different parts of the IHLS service area. After the first year, it was obvious that adding an education component made sense. Due to the Covid-19 pandemic that plan was put on hold. As work life has started to stabilize, the focus returned to education:

- January, 2021 Noah Lenstra presented Community Engagement
- March, 2021 Library Ethics presented by the Central Kansas Library System
- May, 2021 Public Library Partnerships with Illinois State Courts

Moving into a new fiscal year, the professional development opportunity Third Thursday has been introduced with topics alternating between a focus on Equity, Diversity and Inclusion and general information. If approved by the presenter, each session will be recorded to give full membership the ability to take advantage of these opportunities.

- July 15th - Grant Writing with our colleagues Karen Egan and Mandy Saia from the Illinois State Library regarding the grants offered by the Illinois State Library with funding from the American Recovery Plan Act.
- August 19th - The Impact of Building Inclusive Communities with Dr. Christopher Merritt from the Illinois Institute of Rural Affairs at Western Illinois University.

Staff Report

Staff Update

Lupe Mejia motioned to accept the staff report. Zach Newell seconded. Motion carried.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick shared a new project that is underway with the Southern Illinois University Edwardsville (SIUE) Laboratory of Applied Spatial Analysis (LASA) to complete a map using the census to provide libraries information on demographics. The proposed Cards for Kids Administrative Rules have been reviewed by the Illinois Joint Committee on Administrative Rules (JCAR), and Illinois State Library staff have drafted a frequently asked questions document to post on their website. The American Rescue Plan funding applications closed on August 16, 2021, with 289 applications submitted. Funding for FY2022 System Area and Per Capita Grant (SAPG) applications is anticipated to go out earlier than in the past. Staff is finalizing the SAPG funding and information will be released in coming days. The School Library Per Capita Grant applications recently opened and are due October 15, 2021.

Committee Reports

Executive

Josh Short reported the committee met and reviewed the items to be discussed under new business.

Budget and Finance

Karen Bounds reported the committee met and held a routine meeting.

Policy and Membership

Josh Short reported the committee did not meet.

Facilities and Operations

Josh Short reported the committee did not meet.

Personnel

Josh Short reported the committee met and reviewed the Flex hours, Telecommuting policy, and Staff Vehicle personal use policy.

Advocacy and Education

Josh Short reported the committee did not meet.

Unfinished Business

Board Committees

Josh Short reviewed the committee appointments. Lupe Mejia was appointed as Member-at-Large.

Bev Obert motioned to approve the Board Committees. Karen Bounds seconded. Motion carried.

New Business

Personnel Code Review Personal Social Media and Online Communication Policy

Jill Trevino, HR Coordinator reviewed the Personal Social Media and Online Communication Policy and answered questions from board members. Conversation included policy genesis, application, and a concern staff will understand the policy.

Zach Newell motioned to approve the Personal Social Media and Online Communication Policy. Chastity Mays seconded. Motion carried.

Ethics Commission

Josh Short proposed the appointment of Chastity Mays and Bev Obert to two-year terms and to join Karen Bounds on the Ethics Commission.

Karen Bounds motioned to approve the appointment of Chastity Mays and Bev Obert to the Ethics Commission. Lupe Mejia seconded. Motion carried.

Cares Act E-Books Grant Recap

SHARE director Cassandra Thompson shared a Power Point presentation which included statistics and other information about the Cares Act E-Books grant.

Agenda Building

The board discussed topics for the September board meeting.

Public Comment

None

Announcements

None

Adjournment

Karen Bounds motioned to adjourn. Zach Newell seconded. Motion carried. Adjourned at 5:53 p.m.