

BOARD OF DIRECTORS MEETING MINUTES

October 27, 2020
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	October 27, 2020 Consent Agenda: a. Approve September 22, 2020 Minutes with Corrections b. Approve the Director and Staff Activity Report	Carried Carried
4.1	Accept the September 2020 Bills	Roll Call - Carried
5.1	Accept the September 2020 Financial Reports	Roll Call
14.1	Approve Capital Projects Budget Amendment	Roll Call - Carried
14.2	Approve Biometric Data Policy	Carried
14.3	Approve Nominating Committee	Carried
14.4	Approve Jill Trevino IMRF Authorized Agent	Roll Call - Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:01 p.m.

Roll Call

Board Members:

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Lupe Mejia, Zach Newell, Bev Obert, Jill Shelton, Josh Short, Charlene Topel, Bill Wagner

Absent:

Clay Dean

Other Attendees:

Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Julia Pernicka, Jill Pifer, Ellen Popit, Rita Stephens, Shelley Stone, Sarah Taylor, Cassandra Thompson, Jill Trevino

Consent Agenda

September 22, 2020 minutes removed for discussion.

Josh Short motioned to accept the consent agenda minus the September 22, 2020 minutes. Frank Bandre seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Bev Obert motioned to approve the September 22, 2020 minutes with corrections. Tina Hubert seconded. Motion carried.

Acceptance of Bills September 2020

Bev Obert motioned to accept the September 2020 bills. Lupe Mejia seconded. Motion carried unanimously by roll call vote.

September 2020 Financial Reports

FY2021 Grants Status

IHLS has received written approval on all FY2021 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - \$387,798 and Online Computer Library Center (OCLC) - \$158,645 and written approval for the FY2021 System Area & Per Capita Grant (SAPG) application at the requested level of \$3,400,700.32. IHLS has received 50% of the FY2021 CMC Grant funds in the amount of \$193,899, 50% of the FY2021 OCLC Grant funds in the amount of \$79,322.50, and \$549,978.11 of the FY2021 System Area and Per Capita Grant (SAPG).

September 2020 Financial Reports

On the Statement of Revenues and Expenditures, the column titled “IHLS Approved FY2021 Total Budget Remaining Percentage” represents the remainder left (based on percentage) of the IHLS Approved FY2021 Budget. As of September 30, 2020, the target benchmark of the remaining budget should be 75% for all budget line items except Personnel which should be 77% based on 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues YTD Actuals are below YTD Budget by 33.5%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 11.5%.

SHARE

Fees for Services and Materials YTD Actuals \$1,308,149.81 represents 94.6% of the projection in the FY2021 budget. As of September 30, 2020, 95.3% of the \$1,308,149.81 has been collected. Total Expenses YTD Actuals are above YTD Budget by 18.8%.

Balance Sheets

General Fund

The General Fund cash balance was \$3,736,514.12. This balance would fund IHLS General Fund operations an estimated 11.1 months based on the FY2021 approved expenditure levels. The Grants Receivable reflects the remaining balance due from the FY2020 System Area and Per Capita Grant (SAPG). IHLS received \$1,095,500.01 on August 4, 2020 from the original balance of \$2,191,000.00. IHLS received this balance of 1,095,499.99 on October 2, 2020.

SHARE

The SHARE cash balance of \$2,703,802.80 represents \$1,023,698.03 of SHARE Reserve Funds, \$131,142.89 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,548,961.88 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately

11.3 months based on the FY2021 operations budget. IHLS made the FY2020 \$142,500 reserve funds transfer in September.

Tina Hubert motioned to accept the Financial Report. Bill Wagner seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

Jill Pifer commented that today she was made aware that the Reaching Across Illinois Library System (RAILS) has changed their item quarantine period from 7 days to 3 days and that they changed their definition of last touch. She asks that Illinois Heartland Library System (IHLS) address the issue within 48 hours and reduce the quarantine time.

Communication

Leslie Bednar shared the information that Dominique Granger has turned in her resignation. She introduced Jill Trevino as the HR Coordinator who will be taking over after Dominique's departure. Jill shared information on her professional experience. Preliminary looks at interlibrary loan data shows that numbers are picking up. Leslie shared that RAILS (Reaching Across Illinois Library System) moved to a 3-day materials quarantine effective yesterday, October 26, 2020. IHLS is evaluating the RAILS decision to adjust delivery to 3 days.

The Illinois State Library and State Archives very recently requested operational guidelines from the Illinois Department of Public Health (IDPH). A response from IDPH regarding materials handling is the best possible outcome and merits a reasonable waiting period before changing the IHLS materials quarantine period yet again. IHLS members will not be well-served if the quarantine period is moved back and forth absent strong scientific evidence or a governmental response.

If, for some reason, a response from IDPH is not forthcoming, IHLS will determine the best practice moving forward based on available data, operations staff input, and in consultation with our Delivery Working Group.

Greg McCormick weighed in and said the Illinois State Library is waiting on a response from IDPH.

Advocacy Notes

Stacey Carter asked if there were any questions regarding the advocacy report in the board packet. There were no questions.

Several board members shared their experiences with the Illinois Library Association (ILA) conference last week including Tina Hubert, Stacey Carter, and Lupe Mejia. They were all impressed with the ease of attending, the format and resources offered, in addition to inspirational speakers. Leslie Bednar complimented Stacey Carter's presentation during the conference.

Staff Report

Staff Update

The group reviewed the report. No action was necessary.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick reported state library staff are busy reviewing School Library Per Capita grant applications and mentioned that the deadline for the FY2021 Public Library Per Capita and Equalization grant applications has been moved to March 15, 2021. The application will focus on the two statutory requirements, the library's tax rate, and the library's operation related to the "Serving Our Public 4.0, Standards for Illinois Public Libraries". Mr. McCormick stated the Secretary of State's budget for FY2021 includes increases in the Public and School Library Per Capita grants.

Committee Reports

Executive

Stacey Carter reported the committee met and discussed Edwardsville building improvements, Biometric Data Policy, and Capital Improvements Budget Amendment.

Budget and Finance

Bill Wagner reported a routine meeting in addition to the Capital Budgets Improvements amendment to be moved to the Executive committee.

Policy and Membership

Loretta Broomfield reported the committee did not meet.

Facilities and Operations

Bev Obert reported the committee did not meet.

Personnel

Josh Short reported the committee met and reviewed the Biometric Data Policy.

Advocacy and Education

Josh Short reported the committee did not meet.

Unfinished Business

Edwardsville Building Improvements

Leslie Bednar shared information about the change in direction for the Request for Proposal (RFP) for the Edwardsville building at the advice of legal counsel.

Member Day 2020

Stacey Carter reviewed the Member Day information with the group.

New Business

Capital Projects Budget Amendment

Frank Bandre motioned to approve the Capital Projects Budget Amendment. Josh Short seconded. Motion carried unanimously by roll call vote.

IHLS Biometric Data Policy

Bev Obert motioned to approve the IHLS Biometric Data Policy. Zach Newell seconded. Motion carried.

Nominating Committee

Tina Hubert motioned to approve Louise Green from Richland Community College (Decatur), Sarah Isaacs from Illinois Early Intervention Clearinghouse (Champaign), and Jennifer Lara from O'Fallon Township High School for the Nominating committee. Bill Wagner seconded. Motion carried.

Appoint Jill Trevino IMRF Authorized Agent

Josh Short motioned to approve Jill Trevino as the IMRF Authorized Agent Frank Bandre seconded. Motion carried unanimously by roll call vote.

Agenda Building

Edwardsville building project, Member Day wrap up, Information on quarantine periods, Update on efforts for school libraries, IHLS grant offerings.

Public Comment

None

Announcements

Janet Jenkins gave a shout out to Susan Palmer for her assistance regarding quarantine periods.

Adjournment

Karen Bounds motioned to adjourn. Janet Jenkins seconded. Motion carried. Adjourned at 5:57 p.m.