

BOARD OF DIRECTORS MEETING MINUTES

October 26, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the October 26, 2021, Consent Agenda a. Approval of September 28, 2021, Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the September 2021 Bills	Roll Call - Carried
5.1	Accept the September 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
10b	Approve Secondary Employment	Carried
13c	Approve Chastity Mays Board Treasurer effective September 26, 2021	Carried
14b	Approve Karen Bounds as Member-at-Large	Carried
14.1	Approve FY2022 Capital Projects Proposed Budget Amendment	Roll Call - Carried
14d	Approve the Nominating Committee	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, Stacey Carter, Ann Chandler, Ryan Johnson, Tammy Krouse, Kevin Latoz (entered 5:03 p.m.) Kris Lundquist, Chastity Mays, Zach Newell, Beverly Obert, Jill Shelton (exited 6:00 p.m.), Joshua Short

Absent:

Jenna Griffith

Other Attendees:

Danielle Beasley, Leslie Bednar, Troy Brown, Karen Egan, Shandi Greve Penrod, Rhonda Johnisee, Shirley Paden, Casey Parr, Linda Petty, Ellen Popit, Rita Stephens, Pamela Thomas, Cassandra Thompson, Jill Trevino, Anna Yackle

Consent Agenda

Stacey Carter motioned to accept the consent agenda. Karen Bounds seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills September 2021

Stacey Carter motioned to accept the September 2021 bills. Bev Obert seconded. Motion carried unanimously by roll call vote.

Financial Reports

Rhonda Johnisee reported: 16% received as of September 30th 2021.

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 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 16% or \$549,978.11 of the SAPG funding. This is the General Revenue allotment of the SAPG funds.

September 2021 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through September 30, 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 September 30, 2021, the target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on a total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year-to-date (YTD) Actuals are below YTD Budget by 31.4%. Total Expenses YTD Actuals are below YTD Budget by 7.7%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,331,818.82 represents 90.9% of the projection in the FY2022 budget. As of September 30, 2021, 86.9% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 8.1%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of September 30, 2021, the General Fund cash balance was \$4,897,751.50. This balance would fund IHLS General Fund operations an estimated 14.0 months based on the FY2022 approved expenditure levels.

Capital Projects Fund

The \$25,501.19 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 September 30, 2021, the SHARE cash balance of \$2,867,441.99 represents \$1,131,681.94 of SHARE Reserve Funds, \$98,576.78 of Committed Funds for eBooks Cloud

Subscription purchases, and \$1,637,183.27 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.6 months based on the FY2022 operations budget. The SHARE budgeted reserve transfer of \$142,500 was completed in September.

Zach Newell motioned to accept the Financial Reports. Kris Lundquist seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Illinois Library Association (ILA) Conference – Review

Leslie Bednar announced that the Illinois Library Association recordings of this year's conference are available online so attendees can review the sessions they liked and catch a few more that they missed.

Some board members & IHLS staff commented on their conference experiences. IHLS staff also shared some of the highlights of the IHLS virtual conference booth.

Association of School Library Educators (AISLE) Conference

Leslie Bednar shared that some IHLS members will be presenters at sessions.

Get to Know the Cataloging Maintenance Center

Dr. Pam Thomas and Cassandra Thompson gave an update on the many activities of the Cataloging Maintenance Center, including the important impact on patrons and end users. In addition, information was shared to help clear up the confusion about the RAILS request of a pilot grant to provide foreign language cataloging for libraries outside of the languages the CMC catalogs.

Staff Report

Staff Update

Karen Bounds motioned to accept the staff report. Ryan Johnson seconded. Motion carried.

Secondary Employment

Ann Chandler motioned to approve secondary employment. Chastity Mays seconded. Motion carried.

Personnel

None

Illinois State Library Report

Karen Egan shared that the Illinois State Library quietly sponsored Clint Smith for the ILA conference. Award letters were emailed to 211 libraries statewide to support pandemic recovery in three categories: Bouncing Back from the Pandemic, Expanding Digital Access, and On the Road to Recovery. In IHLS, 80 library agencies received nearly \$1.5 million dollars which is impacting 76 communities. Awards ranged

from \$5,000 to \$50,000 with the average grant award in IHLS being \$17,911. The School District Library Grants closed October 15th. The Public Library Per Capita and Equalization Grant is open, and applications are due January 15th, 2022. The Census Data for municipalities has been certified and the completed map will be ready later this fall. Applications for the FY2022 Live & Learn Construction Grant Program are due on or before January 15th, 2022. The webinar conducted on October 7th, 2021, will be available through a link on the website. Four IHLS libraries received awards from the Public Library Construction Act Grant. No additional appropriation has been made to the Public Library Construction Act Grant Program for future fiscal years; however, the State Library still accepts applications for the program each year with those applications due on or before April 15th.

Committee Reports

Executive

Joshua Short shared the meeting is being moved to the third Monday of the month at 3:00.

Budget and Finance

Chastity Mays shared the committee met and reviewed bills, financial reports, and the Capital projects amendment.

Policy and Membership

Stacey Carter stated the committee met Monday October 4th 2021 and discussed what the committee does and that it probably will not need to meet again until spring.

Facilities and Operations

No meeting. Loretta Broomfield announced that the next meeting will be on Tuesday, November 9th at 4:00 p.m.

Personnel

Josh Short reported the committee held a regular meeting. They reviewed member comments on the Personal Social Media and Online Communications Policy, discussed additional legal updates for the staff handbook, and received an update on the IHLS COVID-19 Testing/Vaccine procedure.

Advocacy and Education

Karen Bounds reported the committee did not meet.

Unfinished Business

COVID and IHLS Staff - Testing

Leslie Bednar announced that the testing/vaccination procedure is going well. When Federal guidelines are released, adjustments will be made as necessary. To facilitate easier transmission of test results, due dates/times have been modified and direct supervisors will be involved in the information gathering process. Leslie also reported that IHLS now has 100 employees and may revise the procedure to follow federal guidelines.

Member Day 2021

Shandi Greve Penrod announced that there are 174 registered, this does not include IHLS staff. All the sessions will not be recorded. Early Bird registration ends Sunday, October 31st, 2021.

IHLS Board Treasurer

Josh Short announced, based on legal counsel, that since the approval of Chastity Mays as Board Treasurer was not on the agenda for September, it is necessary to take another vote on the appointment effective September 26, 2021.

Stacey Carter motioned to approve the appointment of Chastity Mays as Board Treasurer effective September 26, 2021. Ann Chandler seconded. Motion carried.

New Business

Open Board Position

Josh Short announced that Lupe Mejia resigned from the IHLS Board after last month's meeting. The position will be filled by appointment of the President. Recommendations of colleagues who are Public Library Trustees are welcome. This will be an action item on the November board agenda.

Member at Large

Josh Short announced that due to Lupe Mejia's resignation from the Board he appointed Karen Bounds as Member-at-Large. Karen will also chair the Advocacy and Education Committee.

Stacey Carter motioned to approve Karen Bounds as the Member-at-Large. Zach Newell seconded. Motion carried.

FY2022 Capital Projects Proposed Budget Amendment

Leslie Bednar reported that the bids for the renovations of the two restrooms in the Champaign facility came in much higher than anticipated. To complete the project using the approved low bid it will be necessary to utilize more of the capital projects funds than originally estimated.

Karen Bounds motioned to approve the FY2022 Capital Projects Proposed Budget Amendment. Kris Lundquist seconded. Motion approved unanimously by roll call vote.

Nominating Committee

Josh Short announced that in Spring of 2022, the following positions will be up for reelection, 1 Public Library Representative and 4 Public Library Trustee Representatives. He recommends the following for the Nominating Committee: Esther Curry (C.E. Brehm Memorial Public Library), Christi Gerrish (Glen Carbon Centennial Public Library), Julie Jarman (Staunton Public Library), and Rick Meyer (Decatur Public Library). He has reached out to a fifth member and is waiting for a response.

Bev Obert motioned to approve the members for the nominating committee. Stacey Carter seconded. Motion carried.

Agenda Building

Board members discussed topics for the November board meeting. Those topics include Member Day, AISLE Conference, the SHARE Mobile App, the IHLS-RAILS delivery exchange location, and the IHLS website update.

Ann Chandler requested noted in the minutes this is the third request for a vote that new employees be required to have a COVID-19 vaccination.

Public Comment

None

Announcements

None

Adjournment

Karen Bounds motioned to adjourn. Zach Newell seconded. Motion carried. Adjourned at 6:13 p.m.