

BOARD OF DIRECTORS MEETING MINUTES

November 24, 2020
5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Appoint Chastity Mays to Open Board Seat	Carried
4.1	Approve the 2020 Consent Agenda a. Approval of 2020 Minutes b. Director and Staff Activity Report	Carried
5.1	Accept the October 2020 Bills	Roll Call - Carried
6.1	Accept the October 2020 Financial Reports	Carried
11.1	Approve the Staff Report	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, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell (entered 5:12 p.m.), Jill Shelton, Josh Short, Bill Wagner

Absent:

Karen Bounds, Loretta Broomfield, Bev Obert, Charlene Topel

Other Attendees:

Leslie Bednar, Stacie Bushong, Rhonda Johnisee, John Knirr, Greg McCormick, Shirley Paden, Susan Palmer, Julia Pernicka, Linda Petty, Ellen Popit, Rita Stephens, Shelley Stone, Sarah Taylor, Cassandra Thompson, Jill Trevino

Commitment to Serve

Stacey Carter welcomed Chastity Mays to fill the open board seat.

Josh Short motioned to approve Chastity Mays to fill the open board seat. Tina Hubert seconded. Motion carried.

Consent Agenda

Frank Bandre motioned to accept the consent agenda. Bill Wagner seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Acceptance of Bills October 2020

Tina Hubert motioned to accept the October 2020 bills. Lupe Mejia seconded. Motion carried unanimously by roll call vote.

October 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. IHLS has received written approval for the FY2021 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32. As of October 31, 2020, 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 SAPG. IHLS has also received \$25,500 of the Live & Learn Construction Grant that was awarded to IHLS on June 1, 2020.

October 2020 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through October 31, 2020.

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 October 31, 2020, the target benchmark of the remaining budget should be 67% for all budget line items except "Personnel," which should be 65% based on 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues YTD Actuals are below YTD Budget by 48.2%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 7.2%.

SHARE

Fees for Services and Materials YTD Actuals \$1,339,254.63 represents 96.9% of the projection in the FY2021 budget. As of October 31, 2020, 95.0% of the \$1,339,254.63 has been collected. Total Expenses YTD Actuals are above YTD Budget by 13.5%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of October 31, 2020, the General Fund cash balance was \$4,528,534.98. This balance would fund IHLS General Fund operations an estimated 13.5 months based on the FY2021 approved expenditure levels.

Capital Projects Fund

The \$25,500.10 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 October 31, 2020, the SHARE cash balance of \$2,604,222.76 represents \$1,023,783.94 of SHARE Reserve Funds, \$125,119.24 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,455,319.58 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 10.6 months based on the FY2021 operations budget.

Bill Wagner motioned to accept the October Financial Reports. Frank Bandre seconded. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Advocacy Notes

Josh Short shared IHLS now has better contact information for schools than in the past. The goal continues to be to bring in a new staff member to help with school libraries. The Advocacy and Education Committee will continue to focus on advocacy for school libraries. There is an existing joint advocacy committee made up of the Association of Illinois School Library Educators (AISLE), the Reaching Across Illinois Library System (RAILS), and IHLS representatives with which we will continue to work moving forward.

Staff Report

Staff Update

Tina Hubert motioned to accept the staff report. Josh Short seconded. Motion carried unanimously by roll call vote.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick reported it has been a busy time at the Illinois State Library (ISL). There were 489 grants to libraries, 186 Back to Books grants, 219 Personal Protective Equipment (PPE) grants, 81 Digital Access networks, and larger eBook grants. Work is continuing on the school library grant programs, although COVID-19 had a significant negative impact on submissions. Staff will be touching base to make sure no one has been overlooked. There have been discussions on the impact of mitigations on libraries and the ISL is still awaiting further guidance from the Department of Public Health regarding quarantine periods for items. The public library per capita grant program was sent to libraries this afternoon. It is due March 15, 2021, with a focus on the new standards document. Much anticipated non-resident

administrative rules will be posted in the Illinois Register on November 30, 2020. There will be a comment period, and Mr. McCormick encourages libraries to check it out.

Committee Reports

Executive

Stacey Carter reported the committee discussed unfinished business that will be discussed later in this meeting. The committee will not meet in December.

Budget and Finance

Bill Wagner reported the committee held a routine meeting.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

Personnel

The committee did not meet.

Advocacy and Education

Josh Short reported in January, Ashley Stewart (Director, Caseyville Public Library) will discuss the Kahok Community Reads program in Collinsville Unit 10 School District at their January meeting.

Unfinished Business

Member Day 2020

Ellen Popit reviewed the report with the board.

Edwardsville Building Project

Leslie Bednar reported Phil Lenzini has been working with Shawnee Block from Color Art to finalize the legal steps. Because there will be no project components over \$20,000, no bidding specifications will be necessary (we will purchase off the state contract list or match buy). Scope of work documentation for each component is complete. Color Art is completing the Owner-Designer agreement for IHLS and Phil to review before sharing with the board for their consideration.

Nominating Committee

Stacey Carter announced the committee is now complete and the appointment of Sarah Isaacs as committee chair - Illinois Early Intervention Clearinghouse. Other members are Esther Curry, CE Brehm Memorial Public Library District, Christi Gerrish, Glen Carbon Centennial Library District, Louise Green, Richland Community College, and Jennifer Lara, O'Fallon Township High School.

IHLS Grants to Member Libraries

Leslie reported today IHLS shared information related to an eResources grant from the Illinois State Library. Cassandra Thompson thanked the Illinois State Library. IHLS Standalone libraries can join Axis 360 beginning at \$250.00 annually, and IHLS SHARE libraries can join cloudLibrary at \$275.00 annually. The delivery vehicle grant information will be shared shortly as well.

New Business

2021 IHLS Board Meetings

Stacey Carter announced board meetings will be held via Zoom through March 2021.

Delivery Update

Susan Palmer presented an update on delivery services. She shared that initially, the unknown outweighed the known, so IHLS delivery moved slowly. Libraries were invited to be part of a working group to help IHLS Delivery to create and evaluate solutions. Staff recognized that libraries and delivery have different experiences, but each needs the other. IHLS Delivery is committed to being there when needed. It is encouraging that items exchanged numbers have been increasing since July 2020 and are going up a bit each month as people get used to living in uncertain times.

Agenda Building

Unfinished business: Edwardsville Building, Update on grants to member libraries, Update from the Nominating committee, and Personnel handbook. New business: discuss certification process.

Public Comment

None

Announcements

Tina Hubert shared Six Mile Regional Library District (Granite City) has gone to appointment only service and curbside delivery. IHLS staff members, Linda Petty, and Dena Porter, have been very helpful with the process.

Adjournment

Josh Short motioned to adjourn. Janet Jenkins seconded. Motion carried. Adjourned 5:56 p.m.