



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: January 10, 2019

Time: 5:00 p.m.

### Call to Order

Sara Zumwalt called the meeting to order at 5:02 pm

### Roll Call

*Members present:* Sara Zumwalt, Bev Obert, Sandy West, Stacey Carter (entered 5:04pm)

*Members absent excused:* Geoff Bant

*Others present:* Leslie Bednar, Stacie Bushong (entered 5:15 pm)

### Public Comment

None

### Approval of November 15, 2018 Minutes

Bev Obert motion to approve November 2018 minutes. Sandy West second. Motion carried.

### SHARE Update

Leslie Bednar reported some SHARE members are looking at book club and kit sharing for viability. Shelley Stone and Joan Bauer have transitioned easily into new positions. Cassandra Thompson currently taking over Lesley Zavediuk's responsibilities while she's on medical leave.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported accounting is working on W2s. Internal budget planning begins Monday. The HR Coordinator had phone interviews for marketing coordinator this week, and recruiting for several open courier positions and a cataloging position for Cataloging Maintenance Center.

#### IT

Leslie Bednar reported a power upgrade project at co-location site required everything to be shut down/powered off during week after Christmas. Successful outcome.

#### Facilities and Operations

Leslie Bednar reported the meetings with facilities planning consultant and Edwardsville staff are progressing for the upcoming changes in the Edwardsville location. Would like the Facilities

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

committee to meet at the end of January in person to review the plans. Cost estimates should be available by the end of winter which will determine the scope of project based on funds. Adjustments will be made prior to submitting an RFP (request for proposal). IHLS is no longer working with McDermott because they do not cover that scope of work.

#### Membership and Grants

Leslie Bednar reported approximately 100 member libraries have completed certification. The Associate Director and Membership Coordinator are dividing duties to visit members.

#### Administration

Leslie Bednar reported preparing for budget planning and 6-month Operational Plan review.

#### **Open Meetings Act Compliance**

None

#### **Committee Updates**

##### Advocacy

Sandy West reported the next meeting is January 17.

##### Budget and Finance

Bev Obert reported a routing meeting.

##### Facilities and Operations

The committee did not meet.

##### Membership and Policy

The committee did not meet.

##### Personnel

Stacey Carter reported the committee did not meet.

##### Nominations

Sara Zumwalt reported one member resigned from committee; Sara will ask board to approve adding Janet Howard (Carlinville Public Library) to the committee

#### **Unfinished Business**

##### FY2019 IHLS Board Networking Events

Sara Zumwalt seeks suggestions to get more participation from members.

#### **New Business**

##### Marketing Coordinator

Leslie Bednar reported to date we have received several applications with library + marketing experience. Expecting in-person interviews of at least 3 candidates.

January Review of Closed Session Minutes

Sara Zumwalt will complete review and bring to the board.

ILA Elevate 2019

Leslie Bednar reported a second program will be held April 27, 2019 at the Illinois State Library.

**January Board Meeting Agenda**

The committee reviewed the draft board agenda.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Sandy West motion to adjourn. Bev Obert Second. Motion carried. Adjourned 5:34 pm.