

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 12, 2019

Time: 5:00 p.m.

### Call to Order

Sara Zumwalt called the meeting to order at 5:01 p.m.

### Roll Call

*Members present:* Stacey Carter, Mary Smith, Sandy West, Sara Zumwalt

*Members absent excused:* Bev Obert

*Others present:* Stacie Bushong, Leslie Bednar (entered 5:03 p.m.)

### Public Comment

None

### Approval of May 15, 2019 Minutes

Mary Smith motion to approve the May 15, 2019 minutes. Sandy West second. Motion Carried

### SHARE Update

Leslie Bednar reported voting is in process for an open board seat and there are some recently approved cataloging changes that will be going into effect.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported accounting is preparing for the fiscal year close. The auditors will send information in July for what they will need to review. The department is working on job descriptions and responsibilities to re-align accounting staff. Human Resources is currently working on 3 job descriptions for the operations department.

#### IT

Leslie Bednar reported the proposals for the updated IHLS website are being reviewed by a core group for scoring.

#### Facilities and Operations

Leslie Bednar reported July 1<sup>st</sup> marks a direct contract with CARLI (Consortium of Academic and Research Libraries in Illinois) for ILDS (Illinois Library Delivery Service).

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackel have been working toward finishing end of year member visits. Anna has been here for one year and it has made a great difference to member libraries. Anna participated in Director's University as the IHLS representative.

### Administration

Stacie Bushong reported the first day of two Design Thinking workshops was held today with a great turn out. Stacey Carter attended and found it valuable and informative.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Sandy West reported no meeting was held.

#### Budget and Finance Committee

Sara Zumwalt reported a routine meeting.

#### Facilities and Operations Committee

Sandy West reported no meeting was held.

#### Membership and Policy Committee

Mary Smith reported the committee did not meet.

#### Personnel Committee

Stacey Carter reported no meeting was held yet. The committee meets June 20.

### **Unfinished Business**

#### Executive Director Evaluation

Sara Zumwalt reported Leslie and Troy will have the evaluation form ready to send out to board members soon.

#### June Board Meeting

Leslie Bednar reminded members that incoming board members are invited to attend, and outgoing board members will be recognized.

#### Board Officers Nomination Committee

Sara Zumwalt has parties interested in running for each office and selections will be made at the July meeting.

### **New Business**

#### Board Member Orientation

Leslie Bednar reported the orientation is July 18 at the Vandalia Public Library.

**Agenda Building**

The group reviewed the June board meeting agenda.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Sandy West motion to adjourn. Stacey Carter second. Adjourned 5:34 pm