



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 13, 2018

Time: 4:30 p.m.

### Call to Order

Sandy West called the meeting to order at 4:30 p.m.

### Roll Call

*Members present:* Sandy West, Sara Zumwalt, Stacey Carter (enters at 5:01 p.m.)

*Members absent excused:* Geoff Bant, Tiffany Droege

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of Minutes

Stacey Carter motion to approve the May minutes. Sara Zumwalt second. Motion carried.

### SHARE Update

Leslie Bednar reported currently there are elections for the SHARE executive council. There are currently three vacancies to fill. Servers were recently installed and are being tested for performance.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported accounting is preparing for end of fiscal year close and for the audit in August.

#### Human Resources

Leslie Bednar reported a new progressive discipline procedure has been created and sent to all staff. There will also be a new review process and we are considering staggering evaluations. Also working on a new time clock for delivery staff.

#### IT

Leslie Bednar reported in addition to testing servers, IT is assisting with the surplus sale and the Champaign temporary move. Delivery staff will be working in different facility while remodeling is complete and administrative staff will be working from home. In addition, getting ready for

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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the new time clock install.

### **Facilities and Operations**

Leslie Bednar reported she participated in a meeting with RAILS about the ILDS contract. We presented our actual costs compared to what the contract has allowed. Operations will be manning the spring cleaning sale in Du Quoin Thursday through Saturday this week. The department has been coordinating the remodel in Champaign. We received used cubicle walls from RAILS which are shorter than some of the current walls. Because of noise with delivery being a factor the Director is working to find a solution to the noise issue.

### **Membership and Grants**

Leslie Bednar reported the new Membership coordinator started today and will be located in Carbondale. She is being trained by the Associate Director.

### **Administration**

Associate and Executive Director participated in second annual Directors University at the Illinois State Library in early June. There will be a second Elevate opportunity as an ILA preconference at Peoria this October.

### **Open Meeting Act Compliance**

Compliant

### **Committee Updates**

#### Advocacy Committee

The committee did not meet

#### Budget and Finance Committee

Sara Zumwalt reported a routine meeting. Discussion about the end of year clean up and preparation for audit.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

Leslie Bednar reported the committee met and voted to accept the membership application for Anna-Jonesboro CHSD #81. Also began reviewing recommendations from the board nominating committee.

#### Personnel Committee

The committee did not meet.

## **Unfinished Business**

### IHLS Southern Hub Location Proposal

Leslie Bednar has reviewed the contract for the new facility. There are a few small changes and then it is good to go. Some updates have been made to the facility and delivery has begun to move shelving.

### Strategic Plan

Leslie Bednar reported no updates.

### Board Officer Nomination Committee

Sandy West has not received information from the board chair. She will be contacting board members to see who is interested in chairing committees.

## **New Business**

### Personnel

Staff will be working with facilitators around the topic of teamwork. Easy to become complacent at times and forget that we all bring different perspectives with us into the workplace.

### Investment Update

Leslie Bednar shared information that investments have met the goal set by the board to keep at least \$1 million balance for capital improvements. Some funds were moved into better investment funds with higher rates.

### Open Board Position

Sandy West reached out to several libraries for participants. A board member from CE Brehm is interested and will be recommended to the full board for the spot.

### June Board Meeting

Scheduled for the Edwardsville location. It will be the last meeting for two outgoing board members. The new board members will be invited to attend.

### Board Member Orientation

Two dates have been offered for their orientation and we are waiting for response in order to finalize the date.

## **June Board Meeting Agenda**

Location will be Edwardsville with time to give recognition to the board members who will be leaving. Discussion about adding a board meeting site at C.E. Brehm in Mt. Vernon.

## **Public Comment**

None

**Announcements**

Please register for the June board meeting.

**Adjournment**

Stacey Carter motion to adjourn. Sara Zumwalt second. Motion carried. Adjourned 5:38 p.m.