

EXECUTIVE COMMITTEE MEETING MINUTES

Date: August 17, 2018

Time: 10:00 am

Call to Order

Sara Zumwalt called the meeting to order at 10:06 a.m.

Roll Call

Members present: Sara Zumwalt, Sandy West, Bev Obert

Members absent excused: Geoff Bant, Stacey Carter

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of July 2018 Minutes

Sandy West motion to accept the July 2018 minutes. Bev Obert second. Motion carried.

SHARE Update

Leslie Bednar reported the SHARE Executive Council now has 4 new members. SHARE is working with schools who will be coming back online. There are new staff members to train. Odin Public Library and Signal Hill School District (Belleville) will be added.

Administrative Updates

Accounting and Human Resources

Leslie Bednar shared the system received an FY2018 System Area and Per Capita Grant allocation for \$365,166.67. The remaining amount due for the FY2018 grant is \$730,333.32. We have received approval on all grant submissions: Cataloging Maintenance Center and OCLC billing grant. Next week Adrienne and Leslie will be working on the IHL S portion of audit narrative known as the Management Discussion and Analysis (or MD&A). For Human Resources, the insurance benefits finalization is in process. In addition, Dominique Granger is developing plans to bring two staff training initiatives to our colleagues: Design Thinking and team building. Now the budget is approved will be working on a draft for the new marketing coordinator position.

IT

Leslie Bednar reported the SHARE server migration is now complete.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Facilities and Operations

Leslie Bednar reported the Champaign staff is settling back into their offices after the remodel. The next step is to find funding for ADA restrooms. Delivery is preparing for schools to be in session again for delivery.

Membership and Grants

Leslie Bednar reported Anna Yackle has continued to work with members. Also working on several internal committees and stepping up while Ellen Popit is out of the office.

Administration

Leslie Bednar reported Stacie Bushong has been coordinating on Member Day. Leslie has been working on the audit MD&A. Also, on a statewide committee for delivery. Leslie shared continuing education for staff and board is a priority. For ILA Trustee Day we will extend the offer to our board members to attend with IHLS to provide conference attendance fee, room and travel.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Sandy West reported the committee did not meet and will not meet in September.

Budget and Finance Committee

Bev Obert reported the committee met and held a routine meeting in addition to an update on the audit.

Facilities and Operations Committee

The committee did not meet.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

The committee did not meet.

Unfinished Business

Open Board Seat

Sara Zumwalt has contacted two suggested possible options. One declined, and the other has not responded. When school returns to session there may be more options.

New Business

FY2019 Member at Large Recommendation

Sara Zumwalt appointed Geoff Bant as Member at Large.

FY2019 IHLS Committee Assignments

Sara Zumwalt reminded the committee there will be one additional board member to join two committees—the third school library representative. At this point Sara will not make further adjustments to committee assignments. Sandy West motion to approve the committee assignments. Bev Obert second. Motion carried.

Personnel -- (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))

Sandy West motion to enter closed session. Bev Obert Second. Motion carried. Entered closed session at 10:26 a.m.

Bev Obert motion to enter open session. Sandy West second. Motion carried. Entered open session 11:00 a.m.

The committee recommends a raise for the Executive Director to be taken to the full board.

Agenda Building

Committee reviewed draft August board meeting agenda and considered items to add to the agenda.

Public Comment

None

Announcements

None

Adjournment

Sandy West motion to adjourn. Bev Obert second. Motion carried. Adjourned at 11:17 a.m.