



EXECUTIVE COMMITTEE MEETING MINUTES

Date: November 19, 2019

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

Roll Call

Members present: Stacey Carter, Tina Hubert, Bev Obert, Melanie Weigel (exited 6:11 p.m.), Sandy West

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of October 16, 2019 Minutes

Tina Hubert motion to approve the October 16, 2019 minutes. Bev Obert second. Motion carried.

SHARE Update

Leslie Bednar reported that today SHARE members received a survey via email on policies in addition to a new fee structure. There is still an open staff position that is currently being evaluated.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported the auditors have completed their second day of the OCLC audit. The last audit was held in 2012. Last week interviews completed for the new HR assistant position. Rhonda Johnisee and Leslie Bednar met with financial advisor regarding minimum wage increase spreadsheet tool to assist libraries in budgeting for changes. There will be an opportunity for a presentation to members after the first of the year.

IT

Leslie Bednar reported currently two IT staff members are working on a Polaris data visualization project. Our newest IT staff member has started at IHL S and is fitting in well.

Facilities and Operations

Leslie Bednar reported a second meeting regarding a leasing proposal for the entire IHLS fleet beginning in fiscal year 2021. There is also pending information from the Laboratory of Spatial Analysis (LASA) on delivery routing. Recently a representative from Color Art met with administration to discuss possible changes to optimize space on the first floor of the Edwardsville building.

Membership and Grants

Leslie Bednar reported a survey went out to Member Day attendees today. This year event attendance was much bigger than in the past. IHLS staff will review and plan for next year at a wrap up meeting the beginning of December.

Administration

Leslie Bednar reported the team has been catching up after Member Day and working on the board packet. She has also been reviewing the results of the Laboratory for Applied Spatial Analysis (LASA) report about delivery routing.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet. The next meeting is scheduled for December 9 at 4:30 p.m.

Budget and Finance Committee

Bev Obert reported a routine meeting in addition to reviewing proposed changes to the bylaws and financial policy. The next meeting is December 9.

Facilities and Operations Committee

Sandy West reported the committee did not meet.

Membership and Policy Committee

Tina Hubert reported the committee met and discussed samples of public comment policies from the public libraries. It was determined that Ellen Popit would craft a sample for discussion in December. The next meeting is December 2.

Personnel Committee

Leslie Bednar reported the committee met and briefly discussed policy changes. However, there was no quorum due to technology issues, and no action was taken.

Unfinished Business

FY2020 Board Networking Events

Leslie Bednar reminded the group the next networking event is November 26 in Champaign at 4:00 p.m. and the discussion will be Tax Increment Financing (TIF's).

New Business

Drug Free Workplace

Leslie Bednar reviewed the proposed Drug Free Workplace policy with the committee.

Proposed Update to IHLS Bylaws

Leslie Bednar reviewed the proposed updates with the committee. The only change is the position title Chief Fiscal Officer to Finance Director throughout the document.

Proposed Update to IHLS Financial Policy

Leslie Bednar reviewed the proposed updates with the committee. The only change is the position title Chief Fiscal Officer to Finance Director throughout the document.

Bev Obert motion to move proposed changes to the IHLS Bylaws and the IHLS Financial policy to the Board. Melanie Weigel second. Motion carried.

Social Justice and Public Libraries Symposium Update

Leslie Bednar reported the webinar was impactful and empowering. Tina Hubert confirmed these sentiments. Leslie is working to bring this training to IHLS members and staff in FY2021.

The group discussed a date for a special board meeting in December.

Agenda Building

The group discussed subjects for the agenda.

Public Comment

None

Announcements

None

Adjournment

Bev Obert motion to adjourn. Tina Hubert second. Motion carried. Adjourned 6:13 p.m.