



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: April 11, 2018

Time: 4:30 p.m.

### Call to Order

Sandy West called the meeting to order at 5:03 p.m.

### Roll Call

*Members present: Sandy West, Stacey Carter, Tiffany Droege, Sara Zumwalt entered at 5:17 pm*

*Members absent excused: Geoff Bant*

*Others present: Leslie Bednar, Stacie Bushong*

### Public Comment

None

### Approval of Minutes

Tiffany Droege motion to approve March 14, 2018 minutes. Stacey Carter second. Motion carried.

### SHARE Update

Leslie Bednar shared they are working on FY19 budget proposal, cleaning up logins, an updated packet for Polaris users and assisting with IPLAR reports. Also still receiving replies from membership agreements.

### Administrative Updates

#### ***Accounting and Human Resources***

Leslie Bednar reported they are working on the budget.

#### ***Human Resources***

The HR Generalist is working on insurance benefits bids. She has developed some new staff performance review forms, PIP forms and procedures. In addition, working with applicants for the Membership Coordinator position. Several interviews are upcoming.

#### ***IT***

Leslie Bednar reported new upgraded servers have been ordered and came in under budget. Finalizing budget numbers for FY19.

### ***Facilities and Operations***

Leslie Bednar reported they are also working on FY19 budget. Several FY18 projects are in the works and bids are being gathered for FY19 projects. The goal is to focus on upgrading the Champaign building.

### ***Membership and Grants***

Leslie Bednar reported some budget planning for travel in addition to a few membership recommendations.

### ***Administration***

Leslie Bednar reported she has been working with the Directors University committee. It will be held in July 2018 and be extended an extra day over last year. Also working with staff on the Cataloging and Maintenance Grant proposal for FY18 and SAPG for FY19.

### **Committee Updates**

#### ***Advocacy Committee***

Sandy West reported committee did not meet but is receiving written updates on staff activities.

#### ***Budget and Finance Committee***

Sara Zumwalt reported a routine meeting. Also discussed the budget and set a special meeting for April 23 to discuss the budget as prepared by staff.

#### ***Facilities and Operations Committee***

Sandy Carter reported the committee did not meet

#### ***Membership and Policy Committee***

Tiffany Droege reported the committee did meet. Beta testing of RAILS membership standards were discussed. There are a few libraries that have applied for system membership and one library is being recommended for suspension.

#### ***Personnel Committee***

Leslie Bednar reported the committee did not meet.

#### ***Nominating Committee***

The committee met and discussed the ballot process.

### **Unfinished Business**

#### ***IHLS Strategic Plan***

Leslie Bednar reported we have received a lot of feedback at the Members Matter meeting. There are five upcoming networking events to attend in April to garner more member feedback.

***Statement of Economic Interest***

Stacie Bushong reported all board members have completed filing their Statement of Economic Interest.

***New Business******Membership Considerations***

Leslie Bednar reported it is recommends suspension of Morthland College and to accept application for membership from Greenview School District 200.

***FY2019 Budget***

Leslie Bednar reported a structured schedule has been put into place to address the budget. It is intended to keep everyone on the same page and hitting benchmarks at the same time. After the Special Finance committee meeting April 23 the information will be shared with the board to review prior to the board meeting. A final budget proposal is set to be sent out May 15.

***Elevate Illinois Libraries***

Leslie Bednar reported this one day event is being held at the Illinois State Library on April 28<sup>th</sup>. It is meant to replace SYNERGY. Attendees will not be required to have an MLS.

***Reaching Forward South***

Leslie Bednar reported IHLS is sponsoring this event financially. It will be held May 11 at SIU Edwardsville. It is a one day event with member presentations in addition to Phil Lenzini. The focus is disaster planning. There is a plan to hold this event in Carbondale next year.

***Directors University***

Leslie Bednar reported this event is held at the Illinois State Library over 5 days. We are sponsoring member libraries who need financial assistance to attend.

***Public Comment***

None

***Announcements***

None

***Adjournment***

Stacey Carter motion to adjourn. Tiffany Dreoge second. Motion carried unanimously by roll call vote. Adjourned 5:59 p.m.