

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Date: November 11, 2020

Time: 5:00 p.m.

### **Call to Order**

Stacey Carter called the meeting to order at 5:01 p.m.

### **Roll Call**

*Members present:* Stacey Carter, Bev Obert, Josh Short, Bill Wagner

*Members absent:* Loretta Broomfield

*Others present:* Leslie Bednar, Stacie Bushong

### **Public Comment**

None

### **Approval of October 14, 2020 Minutes**

Josh Short motioned to approve the October 14, 2020 minutes. Bill Wagner seconded. Stacey Carter – yes, Bev Obert – abstain, Josh Short – yes, Bill Wagner - yes. Motion Carried.

### **SHARE Update**

Leslie Bednar shared we received approval from the Illinois State Library/Secretary of State for the eBooks grant. Purchasing can begin on December 1, 2020. The Sharing Heartland's Available Resources Equally (SHARE) director continues to negotiate better options for members with the RB Digital/Overdrive merger.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar reported a temporary employee started Monday to fill in while a staff member is on leave. This individual will assist with payroll and other finance/HR crossover functions.

#### IT

Leslie Bednar reported IT is beginning to look at an upgrade to our telephone system. The current system is not providing all needs with so many staff working from home.

#### Facilities and Operations

Leslie Bednar shared Operations has changed some procedures that were set in place due to COVID-19. The travel policy was discontinued since so many Illinois counties have now been

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labeled as hot spots. We ask staff to continue to monitor symptoms and take their temperature when entering an IHLS building. The Center for Disease Control (CDC) has changed the recommendation for returning to work after being diagnosed with COVID-19 at the end of October and our policy has changed to follow suit. Some staff are reluctant to travel to some communities because the levels are so high. The leadership team is planning to have more conversations around this issue. We are also strongly encouraging staff to get a flu shot this year.

### Membership and Grants

Leslie Bednar reported the bulk of work in this department has revolved around Member Day. Ellen Popit was awarded the Association of Illinois School Library Educators (AISLE) Crystal Honor Award to recognize her for distinguished support of/or contributions to the school library profession, school libraries in Illinois, and/or contributions to the Association.

### Administration

Leslie Bednar reported Stacie Bushong did a good job keeping everyone moving forward with Member Day. This was the first experience for a virtual member day and the event was very well attended. Josh Short shared that he enjoyed it and it was very engaging. Leslie has been working on development of the Equity and Inclusion training and helping Jill Trevino transition into a more involved role in Human Resources.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Josh Short reported the committee is not meeting until November 17.

#### Budget and Finance Committee

Bill Wagner reported a routine meeting.

#### Facilities and Operations Committee

Bev Obert reported the committee did not meet.

#### Membership and Policy Committee

Leslie Bednar reported the committee did not meet.

#### Personnel Committee

Josh Short reported the committee did not meet.

### **Unfinished Business**

#### Edwardsville Building Improvements

Leslie Bednar reported the Request for Proposal (RFP) has been rewritten with the

recommendations from the system attorney and submitted back to him for review. The goal is to meet with the vendor again before Thanksgiving for more discussion on details.

#### Nominating Committee

Stacey Carter has secured five people to be on the nominating committee. She is currently working to appoint a chair for the committee. Leslie Bednar will send Stacey a timeline for the nominating committee to follow to share with the committee chair.

#### **New Business**

##### Open Board Seat

Stacey Carter reported Clay Dean has resigned from the board. She is currently looking to fill his position as soon as possible.

##### 2021 Board Meetings

Stacey Carter is recommending all first quarter board meetings will be via Zoom. The committee agreed with this recommendation.

#### **Agenda Building**

The committee reviewed the agenda. No changes were suggested.

#### **Public Comment**

None

#### **Announcements**

None

#### **Adjournment**

Josh Short motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 5:37 p.m.