

EXECUTIVE COMMITTEE MEETING MINUTES

Date: January 13, 2021

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:00 p.m.

Roll Call

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

Others present: Leslie Bednar, Stacie Bushong, Ricardo Hernandez (entered 5:07 p.m., exited 5:35 p.m.)

Public Comment

None

Approval of November 11, 2020 Minutes

Josh Short motioned to approve the November 11, 2020 minutes. Bill Wagner seconded.
Motion Carried.

SHARE Update

Leslie Bednar reported the CARES Act Grant for eResources is in motion with staff building lists of collections to offer patrons. IHLS anticipates retirements for a few key positions in the SHARE department over the next year. The goal is to post the positions in advance, so new staff have time to work with those retiring before they leave. A previously vacated cataloger position has been filled.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported the temp staff worker brought a great deal of experience and skillsets to IHLS and was able to assist in both Accounting and Human Resources. In February, the FY2022 budget process will begin. A staff-wide project begins this week to update job descriptions followed by updates to the classification schedule.

IT

Leslie Bednar reported the department is focused on remote work with a spotlight on security. New security features will allow staff to work more safely and with better data responsiveness at home. Microsoft Teams is being tested to use for phone calls, so staff do not have to use

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their personal phones and Office 365 security updates will be implemented.

Facilities and Operations

Leslie Bednar reported our colleagues at the Consortium of Academic and Research Libraries in Illinois (CARLI) have approached IHLS regarding our increased request for continuing work with the Illinois Library Delivery Service (ILDS) in FY2022. Current research, a group comprised of IHLS and library leaders and staff, and feedback from member libraries, led to the decision to reduce quarantine time for library items to 3 days (from 5) beginning December 14, 2020.

Membership and Grants

Leslie Bednar reported Anna Yackle is working on preparations for the next Members Matter meeting titled Team Up to Keep Your Communities Active and Engaged. IHLS has partnered with the Hollaback! corporation to provide bystander intervention training for staff. In addition, staff is preparing to offer the program to members.

Administration

Leslie Bednar reported it is time to begin budget development for FY2022. Training for staff on the OpenGov budget software is being scheduled.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee met and received an update from Ellen Popit about her role as an Illinois Library Association (ILA) Public Policy Committee (PPC) ex officio member. Details were shared about the ILA Legislative Meet-Ups which will be virtual, with a webpage for members to check if their representative has signed up to attend. School library advocacy efforts were also discussed. Ashley Stewart, Director of the Caseyville Public Library, presented information about the Kahok Community Reads program.

Budget and Finance Committee

Bill Wagner reported the committee met and held a routine meeting and received an update on the Edwardsville building project.

Facilities and Operations Committee

Bev Obert reported the committee did not meet. They received a written report from Susan Palmer with updates on the Edwardsville building project.

Membership and Policy Committee

Loretta Broomfield reported the committee did not meet.

Personnel Committee

Josh Short reported the committee did not meet; however, he met with Leslie Bednar and Jill Trevino, Human Resources Coordinator, to discuss some additional changes to the Personnel Code.

Nominating

Leslie Bednar reported there is an improved Board Nomination page on the IHLS website to help guide members who have an interest in running for a seat on the board. The website and call for applications went live on January 11, 2020.

Unfinished Business

Edwardsville Building Updates

Bev Obert commented that work on the building is ongoing but slow. She does not expect the work to be complete this fiscal year.

IHLS Grants to Member Libraries

Leslie Bednar reported there is an informational webpage on the IHLS website for the Surplus Vehicles Grant opportunity. There have already been applications submitted. Two libraries have taken advantage of the IHLS eResources Grant so far.

New Business

FY2021 SHARE Budget Amendment

Leslie Bednar reviewed the amendment with the committee which outlines the additional revenue from the CARES Act Funding and additional expenditures.

Josh Short motioned to move the FY2021 SHARE Budget Amendment to the full board. Bill Wagner seconded. Motion carried.

Personnel

Bill Wagner motioned to enter closed session. Bev Obert seconded. Motion carried. Entered closed session at 5:35 p.m.

Bev Obert motioned to reenter open session. Bill Wagner seconded. Motion carried. Reentered open session at 5:52 p.m.

Agenda Building

Items to be included on the January board meeting agenda include: Enterprise Fleet report; Legislative Meet-Ups; Citations Review, Certification Process.

Public Comment

None

Announcements

Loretta Broomfield shared that she has started a new position as the director of the Marion Carnegie Public Library.

Adjournment

Josh Short motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned 6:07 p.m.