

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Date January 17, 2022

Time: 3:00 p.m.

### **Call to Order**

Josh Short called the meeting to order at 3:20 p.m.

### **Roll Call**

Members present: Karen Bounds, Stacey Carter, Chastity Mays, Josh Short

Members absent: Loretta Broomfield

Others present: Leslie Bednar, Stacie Bushong

### **Public Comment**

None

### **Approval of November 15, 2021 Minutes**

Stacey Carter motioned to approve the November 15, 2021 minutes. Karen Bounds seconded. Motion carried.

### **SHARE Update**

Leslie Bednar reported she attended a meeting with the Reaching Across Illinois Library System (RAILS) regarding helping their Local Library System Automation Programs (LLSAPs) remain sustainable in the absence of library system financial support. Leslie and Cassandra Thompson, SHARE Director, have reached out to a few of RAILS LLSAPS for a meeting to brainstorm what is best for each group of libraries. There was another meeting with RAILS regarding their cataloging project. It has been agreed the RAILS World Language Cataloging Services Program and the IHLS Cataloging Maintenance Center (CMC) will cooperate by featuring each service in promotion to members.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar reported Accounting and HR have been working together preparing the Salary Schedule Update, Market Salary Adjustments, and Enterprise Fleet Management analysis.

#### IT

Leslie Bednar reported it is anticipated the vendor will turn the new website over to IHLS staff in February.

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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### Facilities and Operations

Leslie Bednar reported business as usual with nothing new to report.

### Membership and Grants

Leslie Bednar reported the certification period has begun. The new School Membership Coordinator will start January 18<sup>th</sup>.

### Administration

Leslie Bednar reported IHLS is sponsoring Illinois Libraries Present directly supporting the cost to provide captioning and translation services. Jill Pifer, Fairview Heights Public Library Director, is a member of their board.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Karen Bounds reported the committee met on January 5<sup>th</sup>, 2022. Information about the legislative meet-ups was shared. The committee discussed an Illinois Library Association public policy initiative for broadband availability in addition to Ready Set Advocate. Karen attended their sessions online and found them valuable. There was discussion about legislation on the Pierce Twin's law and the bill that is ready for the Illinois Legislature. The committee meets again on February 2<sup>nd</sup>.

#### Budget and Finance Committee

Chastity Mays reported the committee met and held a routine meeting in addition to topics discussed later on in this agenda.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

The committee did not meet.

#### Personnel Committee

Josh Short reported the committee discussed the new employee handbook in addition to other items covered later on in this agenda.

#### Nominating Committee

Leslie Bednar reported the committee met in both December and January and the nomination process is on schedule.

## **Unfinished Business**

### FY2022 Edwardsville Building Update

Leslie Bednar reported the construction in Edwardsville will be completed this week and the furniture will arrive and be assembled the following week.

### COVID and IHLS Staff

Leslie Bednar reviewed the COVID and IHLS staff document with the committee. The state of Illinois had implemented the Occupational Safety and Health Administration (OSHA) standards on January 7<sup>th</sup> and IHLS is following the state standards despite the Supreme Court ruling against federal mandates.

### Open Board Position

Josh Short reported he has reached out to a candidate via email but has not had a response to date.

## **New Business**

### Salary Schedule Update

Leslie Bednar reported the Finance Committee approved the salary schedule and moved it to the Executive Committee for review.

Stacey Carter motioned to approve the Salary Schedule Update and move it to the full board. Karen Bounds seconded. Motion carried.

### Market Salary Adjustments

Leslie Bednar reviewed the Market Salary Adjustments with the committee. The Accounting and HR Directors have been working with HR Source to create a formula to determine how to bring eligible staff to the correct salary level within their pay scale range.

Karen Bounds motioned to approve and move the Market Salary Adjustments to the full board. Stacey Carter seconded. Motion carried.

### Enterprise Fleet Management Update

Leslie Bednar reviewed the Enterprise Fleet Management Update with the committee.

Karen Bounds motioned to approve the Enterprise Fleet Management Update and move it to the full board. Chastity Mays seconded. Motion carried.

### 2022 Health Benefits Review

Leslie Bednar reviewed the 2022 Health Benefits Review with the committee.

## **January Board Meeting Agenda**

The committee discussed agenda topics for the monthly board meeting.

**Public Comment**

None

**Announcements**

Leslie Bednar announced upcoming topics for February are: an automatic materials handler (AMH) project overview and/or approval, including return on investment, forecasting of minimum wage models (finance, executive, board), annual investment update (finance, executive, board), presentation and/or approval of new staff handbook (from personnel to executive, board), and possibly a discussion and/or presentation of our marketing efforts to Reaching Across Illinois Libraries System RAILS LLSAPs.

**Adjournment**

Karen Bounds motioned to adjourn. Chastity Mays seconded. Motion carried. Adjourned at 4:20 p.m.