

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Date: February 10, 2021

Time: 5:00 p.m.

### **Call to Order**

Josh Short called the meeting to order at 5:01 p.m.

### **Roll Call**

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

Members absent: Stacey Carter

Others present: Leslie Bednar (entered 5:10 p.m.), Stacie Bushong

### **Public Comment**

None

### **Approval of 2021 Minutes**

Bill Wagner motioned to approve the January 13, 2021 minutes. Bev Obert seconded. Motion carried.

### **SHARE Update**

Leslie Bednar reported there are currently two positions open. Administrative Services Specialist and Bibliographic Services Manager. We anticipate the current Bibliographic Services Manager to announce her retirement plans in the coming months. The goal is to hire a replacement prior to her exit to help make a smooth transition.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar indicated the Finance staff is working with each department on FY2021 budgets and FY2022 budget projections. Staff is using OpenGov to develop budget proposals. Human Resources has an open position for a part-time position and interviews have been scheduled. There have been some challenges with coverage on benefits insurance and Jill Trevino has been working with the insurance broker to resolve the matter. IHLS has contracted with HR Source on a benchmarking project for position description analysis, base pay compensation, and classification schedule. The turnaround process is six weeks, in time for recommendations on the FY2022 budget.

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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## IT

Leslie Bednar reported training on additional data security began with staff training on multi-factor authentication (MFA). A new server for Edwardsville is also being researched as a capital purchase for FY2021. Committee members asked for an update on the new website project in the next IT activities report.

## Facilities and Operations

Leslie Bednar reported IHLS staff attended a meeting with staff from the Reaching Across Illinois Library System (RAILS), Illinois State Library (ISL), and CARLI (the Consortium of Academic and Research Libraries in Illinois) regarding quarantine times. We asked to have a board member present to speak to the issue of changing the quarantine time and Tina Hubert attended. RAILS would like to move their quarantine period to 24 hours. Greg McCormick pointed out the American Hygiene Association recommends a minimum time of 24 hours and maximum of 72 hours. Also, the ISL is still waiting on the Illinois Department of Public Health (IDPH) to weigh in on the subject. The IHLS Delivery Working Group meets February 11<sup>th</sup> and will discuss this topic. This committee would prefer to err on the side of caution and remain with the 3-day quarantine.

## Membership and Grants

Leslie Bednar reported a notice went out regarding the sexual harassment and bystander training for members scheduled for March 23<sup>rd</sup>. Ellen Popit will be working with HR Source for some other training offerings for members.

## Administration

Leslie Bednar reported the team is working on the FY2022 budget and the Operational Plan.

## **Open Meeting Act Compliance**

None

## **Committee Updates**

### Advocacy Committee

Josh Short reported the committee met and received updates on school library advocacy and the first legislative meet-up. There has been a lot of positive feedback on the letter templates the Illinois Library Association created for members to use to advocate for the vaccine.

### Budget and Finance Committee

Bill Wagner reported a routine meeting was held with discussion about the Edwardsville building and investment update.

### Facilities and Operations Committee

Bev Obert reported the committee met and received an update on the Edwardsville building and the revised scope of work. Color Art feels the project can still be completed by the end of June. The bid for the Champaign bathrooms is going out next week. There was also a short

discussion about the Enterprise Fleet Management. The committee will meet again in March.

#### Membership and Policy Committee

Loretta Broomfield reported the committee did not meet. The committee plans to meet next on March 1<sup>st</sup>.

#### Personnel Committee

Josh Short reported the committee meets tomorrow and he will have a report for the board meeting.

#### **Unfinished Business**

##### Edwardsville Building Updates

Bev Obert covered the information earlier in this meeting.

##### Grants to Member Libraries

Leslie Bednar reported the decision has been made on the vehicle grants and the chosen applicants will be contacted soon followed by the rest of the applicants. The review team is very happy with the quantity and quality of applications.

#### **New Business**

##### Investment Update

Bill Wagner motioned to move the Investment Update to the full board. Loretta Broomfield seconded. Motion carried.

#### **Agenda Building**

IT activities report to include update on the new website process.

#### **Public Comment**

None

#### **Announcements**

Bev Obert shared that Reaching Forward and Reaching Forward South are working together this year and the \$50.00 entry fee gives attendees access to both events.

#### **Adjournment**

Bill Wagner motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 6:15 p.m.