

EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 10, 2021

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 2021 Minutes

Josh Short motioned to approve the February 10, 2021 minutes. Bill Wagner seconded. Motion carried.

SHARE Update

Leslie Bednar reported there will be a meeting with the SHARE Executive Council before sharing Solus information with members for a vote. Interviews are ongoing for open positions. We anticipate more openings with upcoming announced retirements.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported staff have had training in OpenGov and budget layouts have been discussed. The program can dig deeper into information for those who would like to do so. Also, we're looking at how the Budget Narrative will look different for the FY2022 System Area & Per Capita Grant Application using the OpenGov software. Human Resources has been interviewing for an HR Assistant and a Communications Coordinator.

IT

Leslie Bednar reported IT has been working on the process to support the move of the phone system to Microsoft Teams.

Facilities and Operations

Leslie Bednar reported the department has been performing routine activities and preparing the FY2022 budget and Operational Plan.

Membership and Grants

Leslie Bednar reported there will be three classes offered through HR Source, one each in April, May, and June. There will be a small fee to ensure those who register do attend. The possibility of recording the classes and making them available for a few weeks following each class is being discussed. IHLS public libraries are doing well with the certification process.

Administration

Leslie Bednar reported she has been meeting with each department on their Operational Plan and budgets. The Leadership Team will be reviewing the plan next.

Open Meeting Act Compliance

The committee discussed the Ancel Glink Municipal Minute article on proposed changes to the Open Meetings Act.

Committee Updates

Advocacy Committee

Josh Short reported the committee met and heard updates on school library advocacy efforts. They also heard from Ellen Popit and Diane Foote, Director of the Illinois Library Association (ILA), about the Illinois Library Association Legislative Meet-Ups and legislative proposals.

Budget and Finance Committee

Bill Wagner reported the committee met and held a routine meeting in addition to reviewing a proposal for phone system updates that they forwarded to the Executive Committee. The committee also heard an update on the Enterprise Leasing contract.

Facilities and Operations Committee

Bev Obert reported the committee did not have a quorum, so no action was taken on agenda items. The members in attendance were given an overview on agenda items.

Membership and Policy Committee

Leslie Bednar reported the committee did meet.

Personnel Committee

Josh Short reported the committee is scheduled to meet March 11 and will discuss two new policies for the staff handbook.

Nominating Committee

Leslie Bednar reported the committee is on schedule with the election process, and the ballot will go out on time.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reported progress continues to be made with the project. The wall between the delivery area and the former accounting office will be moved, and bids are being collected. At the end of this month, staff are scheduled to choose finishes for the remodel.

2021 Board Meetings

Stacey Carter initiated a discussion about continuing meetings virtually through the end of the fiscal year and a proper send-off for retiring board members. Committee members agreed meetings should remain virtual and offered several suggestions to make retirees' send-offs memorable.

New Business

Proposed Surplus Items

Stacey Carter tabled this item because the Facilities Committee did not meet a quorum and therefore was unable to act on this item.

New Phone System

Bev Obert motioned to move the new phone system to the full board. Josh Short seconded. Motion carried.

Enterprise Update

Leslie Bednar reported the Accounting staff has finished analyzing the Enterprise Leasing contract, and language on ending the lease is unclear. There is a meeting scheduled with Enterprise later this week to obtain clarification in addition to addressing some other concerns.

Diversity Policy

Josh Short motioned to move the Diversity Policy to the full board. Bill Wagner seconded. Motion carried.

Agenda Building

The committee discussed items for the March board meeting agenda.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 6:09 p.m.