

## **APPROVED EXECUTIVE COMMITTEE MEETING MINUTES**

Date March 14, 2022

Time: 2:00 p.m.

### **Call to Order**

Josh Short called the meeting to order at 2:00 p.m.

### **Roll Call**

Members present: Karen Bounds, Loretta Broomfield (entered at 2:51 p.m.), Stacey Carter, Chastity Mays, Josh Short

Others present: Leslie Bednar, Stacie Bushong

### **Public Comment**

None

### **Approval of, 2021 Minutes**

Stacey Carter motioned to approve the February 22, 2022 minutes. Karen Bounds seconded. Motion carried.

### **SHARE Update**

Leslie Bednar reported SHARE staff had a discussion regarding the Resource Sharing Alliance (RSA) and the possibility of their members joining the SHARE community. We are working on a proposal for that service. We are also developing a grant proposal to help schools join SHARE.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar reported that accounting staff are working on the FY2023 budgets. HR is looking at training options for staff.

#### IT

Leslie Bednar reported the vendor turned over the website to IHLS staff for review, a list of corrections has been sent to the vendor. The plan is to have the website up and running very soon.

#### Facilities and Operations

Leslie Bednar reported staff have been preparing to roll out the updated Delivery on the Go Service (DOGS).

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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### Membership and Grants

Leslie Bednar reported staff are busy helping libraries with certification. A grant proposal is being developed for a library trustee training online portal.

### Administration

Leslie Bednar reported several staff are working on the FY2023 Operational Plan and there will be a read through later this week.

### **Open Meeting Act Compliance**

Leslie Bednar reported new information added to the Open Meetings Act (OMA) legislation suggests all meetings held remotely must be recorded and all votes are to be by roll call.

### **Committee Updates**

#### Advocacy Committee

Karen Bounds reported the committee did not meet. They will meet in April.

#### Budget and Finance Committee

Chastity Mays reported the committee met and discussed the Edwardsville building update and the Automatic Materials Handler.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

Stacey Carter reported the committee held a routing meeting and received an update on the certification process.

#### Personnel Committee

Josh Short reported the committee met and held a routine meeting.

#### Nominating Committee

Leslie Bednar reported the committee met and worked on finalizing the ballot.

### **Unfinished Business**

#### FY2022 Edwardsville Building Improvements

Leslie Bednar reported new steel doors were ordered for the Delivery department. There is a meeting planned to determine how much funding is available in the FY2022 budget to move forward on the building remodel.

#### Automatic Material Handler

Leslie Bednar reported staff met with a consultant about the Request for Information (RFI) for the Automatic Material Handler.

## **New Business**

### FY2022 Champaign Restroom Improvements

Leslie Bednar reported the improvements are in process and currently delayed waiting for stall materials.

### Delivery On the Go Service (DOGS)

Leslie Bednar reported this practice originated at the Rolling Prairie Library System and was adopted by IHLS after the merger. The program has been updated and will be rolled out to all members soon.

### FY2023 System Area & Per Capita Grant Timeline

Leslie Bednar reviewed the document with the committee.

### Meeting Resources

Leslie Bednar reviewed the documents that were developed after a consultation with Eli Mina, Parliamentarian. The committee recommended doing a trial run with the documents at the March meeting so members can evaluate for necessity and effectiveness.

## **Agenda Building**

The committee discussed the March 22, 2022 agenda.

## **Public Comment**

None

## **Announcements**

None

## **Adjournment**

Karen Bounds motioned to adjourn. Chastity Mays seconded. Motion carried. Adjourned at 2:52 p.m.