

EXECUTIVE COMMITTEE MEETING MINUTES

Date: April 14, 2021

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:03 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 March 2021 Minutes

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

SHARE Update

Leslie Bednar reported several school libraries have requested quotes for membership in SHARE. Some have indicated the migration fee is prohibitive. Cassandra Thompson will be bringing the information to the SHARE board for discussion.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported Human Resources has been working on an internship program.

Accounting has been working on IHLS qualification to provide paid leave for COVID-19 illness under the American Rescue Plan Act.

IT

Leslie Bednar reported IT has transferred the phone system to Microsoft Teams. Information about the new phone numbers has been sent to membership and posted on the website. New procedures have been implemented for saving documents internally to allow staff to access files from the Cloud and removes the need for the VPN (Virtual Private Network).

Facilities and Operations

Leslie Bednar reported the RFP (request for proposal) for the Champaign restrooms has gone out and staff is looking forward to having this project completed.

Membership and Grants

Leslie Bednar reported certification is nearing an end. There is one question on the certification about a library being prepared to participate in a shared database which likely prompted interest from schools in joining SHARE.

Administration

Leslie Bednar reported the new Communications Coordinator begins Monday in the Edwardsville office. Staff remains on track with the System Area and Per Capita grant application.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee did not meet and Ellen Popit will provide a report.

Budget and Finance Committee

Bill Wagner reported the committee held a routine meeting in addition to discussing the Enterprise lease agreement and draft budgets.

Facilities and Operations Committee

Bev Obert reported the committee met and discussed the Edwardsville building remodel and the Champaign bid proposals. Also reviewed the Enterprise Fleet management information and the proposed surplus list.

Membership and Policy Committee

Leslie Bednar reported the committee did meet.

Personnel Committee

Josh Short reported the committee did not meet but did receive an update report from the Human Resource Coordinator.

Nominating Committee

Stacey Carter reported there have been 159 votes cast to date and the ballot closes April 15th.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reviewed the Edwardsville building update with the committee.

Enterprise Update

Leslie Bednar reported staff has spent time in meetings with Enterprise to get clarification on contract details. It has been determined that leasing continues to be the most cost-effective way to manage our fleet.

New Business

FY2021 General and CMC Funds Budget Amendment

Josh Short motioned to move the FY2021 General and CMC Funds Budget Amendment to the full board. Bill Wagner seconded. Motion carried.

Proposed Surplus Items

Bill Wagner motioned to move the Proposed Surplus Items to the full board. Bev Obert seconded. Motion carried.

Fraternization in the Workplace Policy

Bill Wagner motioned to move the Fraternalization in the Workplace Policy to the full board. Bev Obert seconded. Motion carried.

Consensual Agreement Contract

Bev Obert motioned to move the Consensual Agreement Contract to the full board. Josh Short seconded. Motion carried.

Employment of Relatives / Family Members Policy

Josh Short motioned to move the Employment of Relatives / Family Members Policy to the full board. Bill Wagner seconded. Motion carried.

Salary Grade Updates

Josh Short motioned to move the Salary Grade Updates to the full board. Bill Wagner seconded. Motion carried.

FY2022 Budget(s) and Budget Narrative

Leslie Bednar reviewed the Budget(s) and Narrative with the committee.

FY2022 Operational Plan

Josh Short motioned to move the FY2022 Budget(s) and Budget Narrative and the FY2022 Operational Plan to the full board. Bill Wagner seconded. Motion carried.

Joint Meeting with the Reaching Across Illinois Library System (RAILS) Board

The committee discussed the option of meeting with the RAILS board.

Agenda Building

The committee discussed the April 27 board meeting agenda.

Public Comment

None

Announcements

Josh Short shared that he will be on the Illinois Library Association (ILA) Reporter Advisory committee. Bev Obert stated she may not be able to attend the April 19 meeting but would try to call in.

Adjournment

Josh Short motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 7:05 p.m.