

## APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

Date: May 16, 2022

Time: 3:00 p.m.

### Call to Order

Josh Short called the meeting to order at 3:01 p.m.

### Roll Call

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

Others present: Leslie Bednar, Stacie Bushong, Ann Chandler

### Public Comment

Concerns were raised about a projected deficit and a 4% raise for staff in the FY2023 Budget. A request to include an anonymous survey for members, IHLS staff, and the board in the FY2023 Operational Plan, in addition to concern about the cost to members for an Automatic Material Handler. Suggestions to review finance policy and investments and look for local, less costly attorneys, and a request to change the June board meeting time to accommodate a scheduling conflict.

### Approval of April 18, 2022 Minutes

Stacey Carter motioned to approve the April 18, 2022, minutes. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### SHARE Update

The executive director reported a cataloging supervisor will be retiring after 21 years, and two new catalogers are settling into their new positions.

### Administrative Updates

#### Accounting and Human Resources

The executive director reported Accounting is preparing for the audit in addition to finishing end of fiscal year activities. Human Resources chose to use an outside company to survey staff, and results will be used to improve staff engagement.

#### IT

The executive director reported the new website vendor has turned over the site to IT staff. Challenges working with the vendor developed, which caused the project to take longer than anticipated.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Facilities and Operations

The executive director reported the Consortium of Academic and Research Libraries in Illinois (CARLI) has agreed to a proposal to lease space in the Champaign building.

### Membership and Grants

The executive director reported the Trustee Training Grant has been drafted and will be sent to the state library for review. The plan is to use software to provide an online training program for public library trustees across the state.

### Administration

The executive director reported staff are putting together the final components of the System Area & Per Capita grant and a schedule for board members, in addition to working to create a merit-based review process.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

The committee did not meet.

#### Budget and Finance Committee

The committee chair reported the committee discussed the FY2023 Budget, Automatic Material Handler, and additional bank signers.

#### Membership and Policy Committee

The committee chair reported the committee reviewed member comments for the FY2023 Operational Plan. They moved the FY2023 Operational Plan to the Executive Committee.

#### Personnel Committee

The committee did not meet, and a written report was sent to the group.

#### Facilities and Operations Committee

The committee did not meet.

#### Nominating Committee

The committee met and confirmed successful election candidates. They planned to present the slate at the May board meeting.

### **Unfinished Business**

#### Automatic Material Handler

The executive director reported it is anticipated that requested information will be received from the vendors by Monday, May 23.

### FY2022 Champaign Restroom Improvements

The executive director reported the project is complete and staff are returning to the building.

### FY2022 Edwardsville Building Improvements

The executive director reported staff is trying to determine what additional improvements can be accomplished in the current fiscal year. Roof damage was investigated by the insurance company and was determined to be normal wear and tear that comes with age and not weather damage.

### FY2023 System Area & Per Capita Grant

Stacey Carter motioned to approve the FY2023 IHLS System Area & Per Capita Grant. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### **New Business**

#### Board Officer Nomination Committee

The group discussed the process of appointing the Board Officer Nomination Committee.

#### FY2023 IHLS Board Meeting Dates

Karen Bounds motioned to approve the FY2023 IHLS Board meeting dates. Chastity Mays seconded. Motion carried unanimously by roll call vote.

#### FY2023 IHLS Holidays

Chastity Mays motioned to approve the FY2023 IHLS holidays. Karen Bounds seconded. Motion carried unanimously by roll call vote.

#### FY2023 System Attorneys

Stacey Carter motioned to approve the FY2023 IHLS system attorneys. Loretta Broomfield seconded. Motion carried unanimously by roll call vote.

#### Executive Director Evaluation

The committee discussed the executive director evaluation process and timeline.

#### June Board Meeting

The executive director reported retiring board members are usually recognized during the June meeting. However, one retiring board member has a scheduling conflict, so the recognition will happen at the May meeting. The retiring member requested, in lieu of flowers, that a donation be made to the Illinois Library Association.

### **Public Comment**

None

### **Announcements**

None

**Adjournment**

Stacey Carter motioned to adjourn. Chastity Mays seconded. Motion carried unanimously by roll call vote. Adjourned at 4:02 p.m.