

EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 16, 2021

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

Roll Call

Members present: Stacey Carter, Tina Hubert, Bev Obert, Josh Short

Members absent: Loretta Broomfield

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of, 2020 Minutes

Josh Short motioned to approve the May 12, 2021, minutes. Tina Hubert seconded. Motion Carried.

SHARE Update

Leslie Bednar reported SHARE staff visited Dongola Public Library on their go-live date. The Solus app was overwhelmingly approved by members and goes live July 1st, 2021.

Administrative Updates

Accounting and Human Resources

Accounting staff is working on end of fiscal year tasks to prepare for the auditors. Both Accounting and HR have been training staff on the time clocks. HR is working on return to the office procedures.

IT

Leslie Bednar reported staff are working on data and phone lines with the Edwardsville building contractors. Troy Brown has been working on improvements on broadband for member libraries and has advocated with the Illinois Library Association (ILA), the Illinois State Library (ISL) and the Reaching Across Illinois Library System (RAILS) to put public libraries on par with school libraries who are now benefitting from free internet access. He attended a Universal Service Administrative Company (USAC) webinar regarding funds available for public libraries, certain school libraries and consortia. All will be competing for a portion of the \$7.17 billion

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available. Troy and Anna Yackle are completing a tech needs survey for members: to find out what they have in terms of equipment, internet access, etc.

Facilities and Operations

Leslie Bednar reported staff continue to perform routine functions while the Edwardsville remodel is underway.

Membership and Grants

Leslie Bednar reported staff has been working on routine functions and Membership Considerations under new business.

Administration

Leslie Bednar reported staff are looking ahead to preparing the FY2021 Annual Report.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee did not meet.

Budget and Finance Committee

Tina Hubert reported the committee held a routine meeting and discussed the Procurement Policy listed under new business.

Facilities and Operations Committee

Bev Obert reported the committee did not meet.

Membership and Policy Committee

Stacey Carter reported the committee met and discussed Membership Considerations under new business.

Personnel Committee

Josh Short reported the committee meet and discussed comments on the Diversity Policy in addition to the policies listed under new business.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reported the project is on time. Installation of the carpet will begin early next week. The shelving and walls have been painted.

Board Officer Nomination Committee

Tina Hubert reported she has received responses from four people. Her recommendation for

committee officers is Josh Short - President, Loretta Broomfield - Vice President, Karen Bounds - Treasurer, Stacey Carter - Secretary.

Open Board Seat

Stacey Carter reported she has found an interested party and is waiting for a firm response.

Executive Director Evaluation

Stacey Carter reported as of the close of the survey 9 of 14 members had responded. The survey was re-opened to allow for more people to respond and was completed by all members. She will send the results to the Executive committee to review before the board meeting. The committee decided there is no action needed before presenting to the full board.

New Business

Membership Considerations

Leslie Bednar shared three libraries wish to withdraw membership: SSM/Good Samaritan Hospital (Mt. Vernon), St. Mary's Hospital (Springfield) and Veterans Affairs Illinois Healthcare System Library (Danville). Giant City CCSD #130 (Carbondale) and Hanson Professional Services (Springfield) were flagged during certification. Due to extenuating circumstances, IHLS staff recommendation that their membership status does not change.

New Board Member Orientation

Leslie Bednar reported orientation is set for July 19th via Zoom.

IHLS Personnel Code Review: Flex Hours and Telecommuting, Telecommuting Agreement

Leslie Bednar reported this has been reviewed by the Personnel committee. Stacey Carter inquired how many staff members want to remain working from home. Leslie did not have an exact number but has been approached personally by approximately 8 staff members. The committee discussed the pros and cons of having people in the office vs working remotely.

Josh Short motioned to move the IHLS Personnel Code Review to the full board. Bev Obert seconded. Motion carried.

FY2022 IHLS Holidays, Updated

Leslie Bednar explained the typo in the document. The committee agreed it is fine as updated and no action is needed.

Procurement Policy

Tina Hubert motioned to move the Procurement Policy to the full board. Bev Obert seconded. Motion carried.

May Board Meeting Agenda

Committee members discussed agenda items.

Public Comment

None

Announcements

None

Adjournment

Tina Hubert motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 6:02 p.m.