



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 17, 2017

Time: 4:15 p.m.

### Call to Order

Sandy West called the meeting to order at 4:15 p.m.

### Roll Call

Sandy West – Present

Tina Hubert – Present

Geoff Bant – Entered at 4:26 p.m., exited at 4:36 p.m.

Sara Zumwalt – Present

### Approval of Minutes

Sara Zumwalt moved to approve the June minutes. Tina Hubert second. Motion carried unanimously.

### SHARE Update

SHARE consortium members began FY2018 with a change in cataloging standards from AACR2 (Anglo-American Cataloguing Rules, 2<sup>nd</sup> Edition) to RDA (Resource Description and Access). SHARE catalogers have received RDA training and currently modifying bibliographic records to the new standard. Lesley Zavediuk led a session regarding the SHARE Cloud Library at the American Library Association's conference in June.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar shared that Accounting has issued SHARE invoices and has done a soft close of FY2017. IT installed an additional server for more back-up of SHARE data.

#### IT

IT installed an additional server for more back-up of SHARE data.

### Facilities

Leslie Bednar reported Susan Palmer along with LASA (Laboratory of Applied Spatial Analysis) and MOBIUS (a library consortium based in Missouri) presented a poster session at ALA on delivery. She is planning a similar session for Missouri Library Association.

### Membership and Grants

Leslie Bednar reported Mounds Public Library is getting much need assistance from SIUC library staff with their collection. Five libraries are coming to SHARE with the aid of the Wal-Mart grant. At this point 9 public libraries in the IHLS service area are without automation software.

### Administration

Surplus items are to be posted on July 26 for auction first to libraries for two days and then to the public.

### Open Meeting Act Compliance

None

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **Committee Updates**

### ***Advocacy***

Sandy West reported committee did not meet in July due to the board training scheduled for July 18.

### ***Budget and Finance***

Tina Hubert reported committee held a regular meeting with acceptance of June bills and reports, and finance staff are completing preparation for FY2017 audit.

### ***Facilities and Operations***

Sara Zumwalt reported committee did not meet in July.

### ***Membership and Policy***

Sara Zumwalt reported committee did not meet in July.

### ***Personnel***

Geoff Bant reported committee did not meet in July.

## **Unfinished Business**

### ***IHLS Board Training***

Members are prepared for a 10 am start with Do Good Consulting in Effingham. Committee discussed how to share recording and handouts after the session with those unable to attend.

### ***Board Officers Nomination Committee***

Chair was not present at the meeting. The committee is still finalizing a ballot. Voting will be done anonymously at July board meeting using Survey Monkey via electronic device.

## **New Business**

### ***Board Meeting Locations***

Morrison-Talbot Library (Waterloo) will be removed as a site at this point due to low attendance at that location.

### ***Personnel***

Sara Zumwalt motion to go into closed session to discuss personnel. Tina Hubert second. Closed session began at approximately 4:50 p.m. Tina Hubert motion to return to open session. Sara Zumwalt second. Returned to open session at approximately 5:05 p.m.

## **July Board Meeting Agenda**

Committee reviewed draft agenda for July meeting.

## **Public Comment**

None

## **Announcements**

None

## **Adjournment**

Tina Hubert motion to adjourn. Sara Zumwalt second. Motion carried unanimously by roll call vote. Adjourned at 5:22 p.m.