

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

August 15, 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, Rhonda Johnisee

Public Comment

None

Approval of July 18, 2022 Minutes

A motion and second were made to approve the July 18, 2022 minutes. Motion Carried by roll call vote. Loretta Broomfield – yes, Karen Bounds – abstain, Stacey Carter – yes, Josh Short - yes

July Bills

A motion and second were made to approve the July Bills. Motion carried unanimously by roll call vote.

July 31, 2022 Financial Reports

A motion and second were made to approve the July 31, 2022 Financial Reports. Motion carried unanimously by roll call vote.

SHARE Update

The Executive Director shared an infographic with statistical information about SHARE.

Administrative Updates

Accounting and Human Resources

Field work is done for the audit and the final result will be shared with the board in September.

HR continues to work on the new staff evaluation process. Recently there was an ice cream social hosted by the Staff Engagement team.

IT

The Executive Director reported the new website is being finalized and information from the current website is being ported over to the new site. It has been a lengthy process with some challenges, but staff are working hard to get the new website ready to go live.

Facilities and Operations

The Executive Director reported there are currently five Zoom interviews scheduled for the Delivery and Facilities Director position.

Membership and Grants

The Executive Director reported that final approval was received from the Illinois State Library for the Trustee Training Grant. Currently development of the program is underway to be followed by testing. There was a sold-out grants workshop that was attended by directors from a variety of public and school libraries. The Membership Director participated in Directors University 2.0 as a recap for current public library directors which received positive feedback.

Administration

The Executive Director reported she attended a site visit at Lincoln Library (Springfield) at the end of July. She also met with the former and current Executive Directors of the Illinois Library Association (ILA) to discuss how IHLS can better support member libraries. She met with the IHLS Board President to discuss a regular report from the Executive Director. Committee members gave feedback on content, frequency, and goals for the report. The reports will be given quarterly with the first in September.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet.

Budget and Finance Committee

The committee did not meet due to lack of a quorum.

Facilities and Operations Committee

The committee chair reported the committee met and received updates on the Champaign restroom, the Automatic Material Handler, and the Edwardsville Roof.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

The committee chair reported the committee received an overview of the new employee evaluation process.

Unfinished Business

Automatic Material Handler

The Executive Director reported staff will meet to discuss the return on investment (ROI) based on responses to the Request for Information (RFI). There will be a report to the board on the RFI responses.

FY2022 Edwardsville Building Updates

The Executive Director reported chairs for the first-floor training room and the additional double cubicle should be delivered soon.

Salary Grade Updates

The Salary Grade Update for level 17 will return to the Finance committee for reconsideration at the recommendation of the Executive committee.

Board Communications Survey

The Executive Director reviewed the Board Communication Survey with the committee.

New Business

Edwardsville Roof Update

The Executive Director reviewed the Edwardsville Roof Update with the committee. A detailed report will be provided to the board. There is a plan to do a Request for Proposal (RFP) in the near future.

FY2023 Member-at- Large Recommendation

The Board President recommends Karen Bounds to continue as Member-at-Large.

FY2023 Committee Assignments

The Board President shared his committee appointments with the group. Committee recommendations will be approved at the August board meeting.

Ethics Commission

The Board President shared his Ethics Commission appointments with the group.

August Board Meeting

The committee discussed topics for the August agenda.

Public Comment

None

Announcements

None

Adjournment

A motion and second were made to adjourn. Motion carried unanimously by roll call vote.

Adjourned at 3:55 p.m.