

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Date: September 16, 2020

Time: 5:00 p.m.

### **Call to Order**

Stacey Carter called the meeting to order at 5:00 p.m.

### **Roll Call**

*Members present:* Loretta Broomfield (exited 5:21 p.m., re-entered 5:37 p.m.), Stacey Carter (exited at 5:09 p.m., re-entered 5:11 p.m.), Bev Obert, Joshua Short, Bill Wagner

*Others present:* Leslie Bednar, Stacie Bushong

### **Public Comment**

None

### **Approval of August 12, 2020 Minutes**

Josh Short motioned to approve the August 12, 2020 minutes. Bill Wagner seconded. Motion carried.

### **SHARE Update**

Leslie Bednar reported staff have been working on gathering information for the eResources Grant application.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar reported Accounting made the decision that IHLS will not participate in the optional employee tax deferral proposal. Employee health insurance renewal has been moved to a calendar year time frame. Next month a biometrics data policy will be brought to the personnel committee.

#### IT

Leslie Bednar reported the L2 launch has been going well so far. There are a few features that were present before in L2 that are no longer available; however, all in all, the transition has gone well.

#### Facilities and Operations

Leslie Bednar reported at the Members Matter meeting Monday the focus was on delivery and

---

**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

---

item quarantine periods. IHLS made the decision to remain consistent with the same quarantine periods as the Reaching Across Illinois Library System (RAILS). Delivery will begin transitioning back to a single-day pickup by taking on the responsibility of the 7-day quarantine.

#### Membership and Grants

Leslie Bednar reported prior to March site visits were done in person. There has been a transition to site visits on Zoom to meet the number of visits required by the Illinois State Library. Director's University wraps up next week. Staff is also working on Member Day plans.

#### Administration

Leslie Bednar reported staff has been busy working on the Annual Report and the Request for Proposal (RFP) for the Edwardsville building improvements in addition to the grant offerings for libraries.

#### **Open Meeting Act Compliance**

None

#### **Committee Updates**

##### Advocacy Committee

Josh Short reported the committee met and reviewed the outreach activities of staff. The Library Advocacy and Funding conference is this week. The committee focus will continue to be school libraries.

##### Budget and Finance Committee

Bill Wagner reported the committee met and had a briefing from the auditors. They were also briefed on the Edwardsville building updates in addition to the payroll tax deferral and grant offerings.

##### Facilities and Operations Committee

Bev Obert reported the committee met and discussed the Edwardsville building improvements RFP. After a few additional changes, it will be sent to the system attorney for review.

##### Membership and Policy Committee

Loretta Broomfield reported the committee met and Ellen Popit explained the charge of the committee and under what circumstances they will meet.

##### Personnel Committee

Josh Short reported the committee did not meet.

#### **Unfinished Business**

##### Facilities

Stacey Carter shared the information that the Secretary of State has found an alternate hearings location and IHLS will no longer be required to host in the Edwardsville building.

### Edwardsville Building Improvements

Leslie Bednar shared more information about the RFP and the process. The timeline has been moved forward to May 2021.

### **New Business**

#### FY2020 Audited Financial Statements

Leslie Bednar discussed the audit and gave an overview of the information. It will be shared with board members prior to the board meeting and they will be asked to submit questions in advance to give the auditors time to prepare for the discussion during the board meeting.

#### IHLS Grants to Member Libraries

Leslie Bednar reviewed the information on two pilot grants that IHLS is offering. One will offer 5 surplus vehicles to be used for new resource sharing programs. The other is to offer 8 one-year eRead subscriptions to libraries who qualify.

### **Agenda Building**

The committee discussed the proposed September board agenda in addition to holding board meetings via Zoom through the end of the year for public health reasons.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Josh Short motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 6:39 p.m.