



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: October 16, 2017

Time: 4:30 p.m.

### Call to Order

Sandy West called the meeting to order at 4:36

### Roll Call

Sandy West, President – present (dropped out of call at 5:54 p.m. returned at 5:55 p.m.)

Geoff Bant, Vice President - present

Sara Zumwalt, Treasurer - present

Tiffany Droege, Secretary - absent

Stacey Carter, Member at Large – present (dropped from call at 6:16 p.m. returned at 6:20 p.m.)

Leslie Bednar, staff – present

Stacie Bushong, staff - present

### Public Comment

None

### Approval of September 2017 Minutes

Sara Zumwalt motion to approve September minutes. Stacey Carter second. Motion carried.

### SHARE Update

Leslie Bednar reported the SHARE director position is still open and reviewing more applications. They will broaden their search to ILA and ALA for candidates which will also include a deadline. Hoping to have interviews at the end of November. Leslie participated in a return on investment project for Innovative Interfaces, the owner of Polaris.

### Administrative Updates

#### Accounting and Human Resources

Staff are turning attention to projects that have previously been put off. Abila has time keeping software that we will be utilizing more into the future to streamline processes for managers and accounting. Also, the option of view-only access to budget information for directors and managers.

#### IT

Leslie Bednar reported a few new projects. Financial database software updates. An order for 7

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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new laptops, 5 for general staff and 2 for SHARE staff. IT is also working on the next hardware upgrade for Polaris.

### **Facilities and Operations**

Leslie Bednar reported the operations staff has been very busy. Susan Palmer presented at the Missouri Library Association Conference along with her counterpart from MOBIUS regarding the different types of delivery service available. MOBIUS outsources their delivery. Within the state of Missouri, the State Library supports delivery 2 days per week for public libraries only. Our delivery cost last year was 40 cents per item as opposed to dollars per item for MOBIUS delivery. Routes are being evaluated which happens on a regular basis. The Du Quoin building is currently up for auction, our contract states our lease continues regardless of ownership.

### **Membership and Grants**

Leslie Bednar reported it has been very busy. The first Members Matter meeting was held October 3<sup>rd</sup> at the Illinois State Library with approximately 40 participants. At the Illinois Library Association conference IHLS exhibited and sponsored two different all-conference activities. This week we will be attending ISLMA and are sponsoring the evening speaker. Next week Ellen and Susan will be at the Health Science Librarians of Illinois Conference.

### **Administration**

Leslie Bednar reported she has been supporting staff in preparation for conferences. Our new conference booth exhibit made a big impact at the Illinois Library Association Conference and drew a lot of attention to IHLS.

### **Open Meeting Act Compliance**

We are currently compliant

### **Committee Updates**

Advocacy Committee

Sandy West reported Tina chaired in her absence. There was some good progress made for moving forward. The next meeting is November 7.

Budget and Finance Committee

Sara Zumwalt reported a routine meeting. The next meeting is November 9.

Facilities and Operations Committee

Stacey Carter reported the committee did not meet.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

Geoff Bant reported the committee did not meet.

## **Unfinished Business**

### **Personnel**

Sandy West requested a motion to go into closed session. Sara Zumwalt motion to go into closed session. Geoff Bant second. Motion carried. Entered closed session at 5:14 p.m.

Leslie Bednar entered closed session at 5:38 p.m. per request of the committee.

Sara Zumwalt motion to leave closed session. Stacey Carter second. Returned to open session 5:48 p.m.

### **Board Networking Events**

Our first networking event is at the November board meeting at the Illinois State Library. We have created an invitation for Sandy to send out to membership. An explanation of what the board does would be a good topic.

## **New Business**

### **Board Member Attendance**

Discussion regarding meeting attendance of board members and the process of handling frequent unexcused absences. Sara Zumwalt motioned to add a vote to vacate John Phillips seat to the October board meeting agenda. Stacey Carter second. Motion carried.

### **Nominating Committee**

There will be two school representative seats, two public library trustee seats and one library representative seats vacated at the end of fiscal FY2018. Recruiting has begun to find individuals to fill the nominating committee with the goal of a committee recommendation by the November board meeting.

### **October Board Agenda**

Board member attendance was added. Closed session added for Facilities.

## **Public Comment**

Stacie Bushong recommended Rachel Fuller to sit on the nominating committee

## **Announcements**

Please be sure to let someone know when you cannot attend meetings. Personnel meets Thursday.

## **Adjournment**

Stacey Carter motion to adjourn. Sara Zumwalt second. Adjourned 6:30 p.m.