



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING MINUTES

January 17

3:30 p.m.

(via Zoom)

6725 Goshen Road, Edwardsville, IL 62025

Call to Order

-Sandy West called the meeting to order at 3:37pm

Roll call

Sandy West

Rachel Fuller

Geoff Bant

Sarah Isaacs -- joined at 3:42

Tina Hubert -- absent/excused

Others in attendance: Leslie Bednar, Stacie Bushong

Public Comment

-N/A

Approval of December 2016 minutes

-Rachel Fuller motion. Geoff Bant second. Motion passed.

SHARE Update

- Semi-annual meeting last week via Zoom webinar. Feedback on Zoom from attendees was good. Primary focus 5% fee increase in membership fees. Also potential changes to cataloging best practices. Identifying potential Wal-Mart grant recipients and reaching out to them.

Administrative Updates:

Accounting & Human Resources

- Staff are completing end of the calendar year activities: filed W2's electronically, and currently working on form 1095 (for Affordable Care Act reporting). Staff should receive both early next week. All grant reports due January 15 are completed and filed. Awaiting response from Illinois State Library regarding semi-annual report requirement for FY2017: it has been waived last 2 years.

IT

- IT supported and hosted SHARE semi-annual meeting last week using webinar mode in Zoom. Firewall project update: hardware changes complete, next step is to install new firewalls at all locations. Completed PayPal integration for SHARE. Considering options for video cameras for board members.

Facilities and Operations

- Closed Carbondale and Edwardsville on Friday in advance of ice storm warnings: ILDS did not run Friday evening and instead RAILS picked up materials at our Champaign building on Monday (MLK Day). Roofers currently working in Champaign and need 4 good weather days to complete project, plus time to repair holes from early January.

Grants and Membership

- Members are quickly completing the certification process. Working with East St Louis SD, to determine steps so they can again qualify for system membership. Also working with East St Louis Community College so they can return to utilizing SHARE membership now that they have staffing available. Meet later in week/month with potential Wal-Mart grant recipients. Current primary focus is Centreville Public Library-- it is time for IHLS to have a formal meeting with city and library representatives to outline the next steps.

Administration

- Addressing the record retention project by: clearing closets in Edwardsville; determining long-term storage needs; and working directly with Illinois State Archives on disposal process. Communications team engaged services of a crowd sourcing site in second round of logo design: very positive first look.

Committee Updates:**Advocacy**

- Sandy West reported they continue to work on goals and objectives. Reviewed goal one and made some changes. Next meeting will focus on goal two. Hopefully by March will have information to share with the rest of the board.

Finance

- Sandy West reported routine meeting. Approved Dec. bills and financial reports. Tabled financial policy document for February meeting.

Personnel

-Geoff Bant reported the committee did not meet.

Facilities and Operations

- Sarah Isaacs reported they reviewed updates on facilities. All are well except Champaign continued roof repairs. The iPads are being implemented in delivery. Close to signing ILDS contract.

Policy & Membership

- Rachel Fuller reported they approved revised language for the Members Matter meetings, sending to full board. Tilden PL and Centreville PL membership statuses were discussed. Tilden has a new director and is up and running. Certification update received. Began discussion on Open Meetings Act (OMA) and best practices.

Unfinished Business:**Illinois Library Delivery Service (ILDS)**

-Leslie Bednar reported we signed the contract January 10th. Expires June 30, 2018.

ESSA (Every Student Succeeds Act)

-Leslie Bednar has not heard from ISLMA.

Champaign Office Roof Replacement

- Leslie Bednar reported the roof is still under repair pending cooperative weather. A portion of the finished roof had damage from equipment that fell and is also being repaired.

New Business:**Local Government Travel Expense Control Act**

- Leslie Bednar discussed the new law that effective Jan 1, 2017. IHLS will be reviewing any internal forms and policies that regard travel and update if necessary however at this time we are fairly confident that we are compliant.

System Board Authority

- To ensure compliance with Attorney General's opinion Leslie is working with counsel.

Open Board Position

- Sandy West reported Jim Fenton is stepping down which leaves open a public library trustee slot. Hoping to have someone in place by the February board meeting.

Review January Board Meeting Agenda

- Meeting locations will remain same as December meeting.

Public Comment

-N/A

Announcements

- Sandy reminded everyone to please register on L2 for board meeting. Leslie Bednar said a survey to board members about Zoom and how we can make it a better meeting experience will go out.

Adjournment

-Sarah Isaacs motion. Geoff Bant second. Motion passed. Adjourned at 5:02 pm