

EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 14, 2021

Time: 5:30 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:33 p.m.

Roll Call

Members present: Loretta Broomfield, Stacey Carter, Bev Obert, Josh Short

Members absent: Chastity Mays

Others present: Leslie Bednar, Stacie Bushong (entered 5:35 p.m.)

Public Comment

None

Approval of June 2021 Minutes

Josh Short motioned to approve the June 16, 2021, minutes. Loretta Broomfield seconded. Motion carried.

SHARE Update

Leslie Bednar reported staff are closing out the E-Books grant and implementing the Solus mobile app. With the passing of the Student Online Personal Protection Act (SOPPA), it is a good time to remind Sharing Heartland's Available Resources Equally (SHARE) members about patron privacy.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported staff are working on the annual OCLC and the SHARE invoices in addition to heavy preparation for audit field work. Human Resources has been busy with school library membership interviews.

IT

Leslie Bednar reported IHLS is no longer dependent on Reaching Across Illinois Library System (RAILS) for Zoom access, all goes directly through to Zoom now, because RAILS no longer works with the ICN. The website mockup has been approved by our internal workgroup and we have contracted with a new vendor for virtual conferences.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Facilities and Operations

Leslie Bednar reported Carbondale general fund staff have stepped in to help sort until new sorters can get hired. The Edwardsville staff is adjusting to their new layout in the delivery department.

Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackle presented on board and staff responsibilities at a member board meeting this week. There was some debate among the board members, and it is the hope that they can begin to work together for the sake of the communities involved. The Tech Needs survey closes Friday and at this time 73% of public libraries have responded. The Illinois State Library is going to speak on grant offerings at the Members Matter meeting this week.

Administration

Leslie Bednar reported she and Stacie Bushong are working on preparations for the Annual Report. Stacie has been working on improving the orientation process in addition to onboarding new board members.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee did not meet.

Budget and Finance Committee

Stacey Carter reported the committee met and held a routine meeting in addition to discussing the Edwardsville building update.

Facilities and Operations Committee

Bev Obert reported the committee did not meet.

Membership and Policy Committee

Loretta Broomfield reported the committee did not meet.

Personnel Committee

Josh Short reported the committee met and reviewed the Adverse Weather Policy and recommended moving it to the full board.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reported the furniture has been installed. Staff have returned to work. Most of the work has been completed for FY2021. Currently, electricians are checking lighting and bulb

replacement. The garage doors will be replaced due to wear and tear.

New Board Member Orientation

Leslie Bednar reported board orientation is scheduled for July 19 and July 26. Stacie Bushong has been working on improving the process. Leslie introduced the concept of Board Mentors; a group of seasoned board members to be available to answer questions and give guidance to peer board members. The committee is open to the idea and thinks it will be beneficial for both new and current board members. Suggested for the mentor group are Stacey Carter, Karen Bounds, Loretta Broomfield, and Bev Obert.

New Business

FY2022 Board Meetings

Leslie Bednar discussed how the committee suggests moving forward with meetings; in-person or virtual. The committee decided on offering in-person locations for those who choose to meet in person and continue to offer the option of Zoom. A poll will be sent to board members to discover which locations work best for them to meet in person.

Personnel Code Review - Adverse Weather Policy

Josh Short reported the policy did not change much, with the addition of non-exempt employees being able to work from home when the system is closed for inclement weather.

Josh Short motioned to move the Personnel Code Review - Adverse Weather Policy to the full board. Bev Obert seconded. Motion carried.

Agenda Building

The committee discussed the July agenda.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Loretta Broomfield seconded. Motion carried. Adjourned at 6:36 p.m.