



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: December 15, 2016

Time: 3:30 p.m.

(via ZOOM)

6725 Goshen Road, Edwardsville, IL 62025

### Call to Order

- Sandy West called the meeting to order at 3:30 pm

### Roll call

Sandy West

Sarah Isaacs – joined meeting at 3:36

Rachel Fuller

Tina Hubert – left meeting at 4:30

Geoff Bant – joined meeting at 4:21

Others present:

Leslie Bednar

Stacie Bushong

### Public Comment

-None

### Approval of November 15, 2016 minutes

-Rachel Fuller motion. Tina Hubert second. Motion passed.

### SHARE Update

-The fee and finance committee met and voted to propose a fee increase of 5% for FY2018. They will present the recommendation to SHARE Executive Council at their January meeting.

### Administrative Updates:

#### **Accounting**

-Leslie Bednar reported the accounting department is completing end of calendar year tasks. They began sending “advice of payment” check stubs to staff via email. Soon to be moving to electronic time sheets.

#### **IT**

-Leslie Bednar reported IT is currently working on a survey for board members to assess home/work computer peripherals for participation in ZOOM meetings.

***Facilities and Operations***

-Leslie Bednar reported the heating issue for the delivery staff at Carbondale has been resolved. They are looking at improvement options for loading in Carbondale.

***Grants and Membership***

-At the request of the Illinois State Library, IHLS staff are reviewing proposed RAILS membership standards. Membership certification begins January 3.

***Administration***

-Stacie Bushong reported on the Lean Government training she completed and recommended moving forward with practices after the first of the year. Also setting up Reverse Strategic Planning sessions for all IHLS staff.

-Leslie communicating with Dee Brennan (executive director, RAILS) re: ILDS subcontractor agreement.

**Committee Updates:**

***Advocacy***

-Sandy West reported they established the target audience and goals.

***Finance***

-Tina Hubert reported all members attended the meeting. Committee addressed the usual business and decided to send edits to the financial policy to the Illinois State Library for review.

***Facilities and Operations***

-Sarah Isaacs reported the committee did not meet.

***Policy & Membership***

-Rachel Fuller reported the committee did not meet.

***Personnel***

-In Geoff's absence, Leslie reported the committee met December 8 and approved draft language on three proposed changes to the Personnel Code. Proposed changes will go to the full board in January.

**Unfinished Business:**

***Illinois Library Delivery Service (ILDS)***

-The contract is still being negotiated. The processes are improving and we hope to have the final contract signed soon.

***ESSA (Every Student Succeeds Act)***

-Leslie Bednar and Ellen Popit attended the Decatur listening tour stop on December 8. IHLS is drafting a formal response to the Illinois State Board of Education regarding the proposed Illinois version of the act.

***Brighton Memorial Public Library District***

-No official documentation has been seen, but IHLS was informed by their board president that a judge ruled in late November that library service will remain in village limits.

***Champaign office Roof Replacement***

-The Finance committee made a motion to present to the Board to authorize funds in advance of contractor's estimate to complete the remaining portions of the roof. Any additional materials required beyond this higher funding level would be considered first by the Executive Committee. The Executive Committee would determine if any further expenses required authorization of the full board to proceed. Motion by Rachel, second by Geoff, to accept Finance committee motion. Motion passed.

**New Business:**

***Policy on Meetings via Electronic Means***

-Discussion revolved around open mics during meetings and the challenge it poses for small libraries with one staff member or school librarians who interact with a student during a meeting. Decided it is time to reconsider connection between the Open Meetings Act and our policy regarding meeting transparency. Motion by Rachel, second by Sarah to ask Membership and Policy Committee to review current policy. Motion passed.

**Review November Board Meeting Agenda**

-Agenda approved as sent.

**Public Comment**

-None

**Announcements**

-A poll will be sent to determine the next meeting date and time.

**Adjournment**

-Rachel Fuller motion. Sarah Isaacs second. Motion passed. Adjourned at 4:59 pm.