



EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 14, 2018

Time: 5:00 p.m.

Call to Order

Sandy West called the meeting to order at 5:02

Roll Call

Members present: Sandy West, Geoff Bant, Sara Zumwalt, Stacey Carter

Members absent excused: Tiffany Droege

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of Minutes

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

SHARE Update

Leslie Bednar reported that she, Cassandra Thompson, Edie Elliot, Shelley Stone and Joan Bauer met with RAILS to discuss the statewide Cataloging Maintenance Center survey. Common ground was found in two areas: increase the promotion of the availability of CMC services; and there has been interest expressed in catalog training or cataloging assistance, possibly a help line.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported accounting is working on a timeline for meeting with departments on the budget. Our new Human Resource Generalist has reached out to insurance brokers to initiate the negotiation process in addition to a survey to staff about their satisfaction with current benefits. Phone interviews for the new Membership Coordinator have been completed. HR has been meeting with staff in each building and organizing personnel files.

IT

Leslie Bednar reported IT is focusing on the SHARE data storage upgrade and hopes it will meet the budgeted amount.

Facilities and Operations

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Leslie Bednar reported last week the new box truck was picked up. The delivery team is putting the final touches on the delivery survey executive summary. There is a 37% increase in replies from total libraries as compared to the 2017 survey. Respondents indicated overwhelmingly that they are satisfied with frequency of delivery--with 381 responding yes and only 9 responding no.

Membership and Grants

Leslie Bednar reported she and Ellen Popit met with the Abraham Lincoln Presidential Library about membership requirements. Their new administration recently changed their service model to not send out any original items via delivery. There will be an action item on the board agenda to accept their service type change. Member certification is nearly complete and we have been contacting member libraries regarding the Digitization Grant offering.

Administration

Leslie Bednar reported we are working on the budget and the FY2019 Plan of Service. The Illinois Digital Heritage Hub Committee work is starting to pick up pace.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Did not meet, and this month the committee will receive a report in lieu of a meeting.

Budget and Finance Committee

Sara Zumwalt reported a routine meeting

Facilities and Operations Committee

Did not meet

Membership and Policy Committee

The committee will present a motion on the change in membership status for the Abraham Lincoln Presidential Library.

Personnel Committee

Did not meet

Nominating Committee

Leslie Bednar reported they have completed the ballot and it will go out to members on March 15.

Unfinished Business

IHLS Networking Events

Sandy reminded everyone the next event will be at Decatur Public Library this month. IHLS will offer carpooling so more board members can attend.

FY2017 Annual Report

Leslie Bednar reported on March 1st the State Library issued their approval of our FY2017 Annual Report.

New Business

IHLS Strategic Plan

Leslie Bednar reported the Admin team is currently considering intersection of the strategic plan and plan of service. We will add some strategic initiatives and goals for FY2019. We will be seeking input from members at each networking opportunity between now and the end of April.

Delivery Survey 2018

Covered earlier in agenda under Facilities and Operations

March Board Meeting Agenda

Reminder to complete Statement of Economic Interest

Public Comment

None

Announcements

Stacie Bushong reported all but three board members have completed the citation review. All but two board members have completed the survey for the April board meeting date change.

Adjournment

Sara Zumwalt motioned to adjourn. Stacey Carter second. Motion carried unanimously by roll call vote. Adjourned at 6:11 p.m.