

EXECUTIVE COMMITTEE MEETING MINUTES

Date: September 16, 2019

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

Roll Call

Members present: Stacey Carter, Tina Hubert (exit 5:46 p.m.), Bev Obert, Melanie Weigel

Members absent/excused: Sandy West

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of August 14, 2019 Minutes

Melanie Weigel motion to approve the August 14, 2019 minutes. Bev Obert second. Motion carried.

SHARE Update

Leslie Bednar reported the new book club kits are almost ready to go.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported HR is currently interviewing for the Web and IT Administrator position. In addition, it is open registration for health insurance benefits. They are finalizing the time clocks to go live January 1, 2020. The audit details are being finalized and the accounting team is working on various projects throughout the organization including Member Day, the Annual Report and a possible CRM (customer relationship management) project.

IT

Leslie Bednar reported they are participating in interviews for the new IT position. Troy Brown has been working on the State Library's Zoom connectivity problems along with Jill Heffernan at Illinois State Library, their provider CMS (Central Management Services), and Zoom.

Facilities and Operations

Leslie Bednar reported the State Library, IHLS and RAILS (Reaching Across Illinois Libraries

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System) are working again with LASA (Laboratory for Applied Spatial Analysis) on the second phase of the process for the statewide delivery project to determine a centralized point for exchanging items. IHLS has supplied a long list of requested information in cooperation with the effort. The decision needs be made by November so RAILS can find a suitable location. LASA is also looking at removing the boundary between systems to recommend the best 5 or 7 hub locations for the entire state.

Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackle just returned from ARSL (Association for Rural and Small Libraries). They are also working to help two member libraries who have some challenges with their city administration regarding non-resident fee price and budget setting.

Administration

Leslie Bednar mentioned Stacie Bushong is organizing Member Day and to date we have 135 members registered. There are new tracks to appeal to school librarians and extended tracks for everyone. Stacie is also working on compiling the FY2019 Annual Report and preparing for the Annual meeting in October. Stacey Carter reported we have reached out to RAILS to let them know we agree to meet with their director and board president at the Illinois Library Association (ILA) conference in response to their request for combined board meeting.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Melanie Weigel reported the committee met and discussed advocacy for school libraries, Member Day and AISLE conference.

Budget and Finance Committee

Bev Obert reported the committee met and heard the audit report which is looking good in addition to routine meeting items. They also reviewed the HR position which they recommended go to the full board. Second Monday at 2:00 p.m. will be the set day and time for Budget and Finance committee meetings.

Facilities and Operations Committee

The committee did not meet.

Membership and Policy Committee

Tina Hubert reported the committee did not meet. Their next meeting is October 7 at 4:00 p.m.

Personnel Committee

The committee did not meet.

Unfinished Business

None

New BusinesseResources Embargo

Leslie Bednar reviewed the embargo information with the group. The information includes a proposed board resolution. Also, Shandi Greve-Penrod, Cassandra Thompson and Lesley Zavediuk have created an advocacy page for the IHLS website. An announcement was sent to members and the page is getting attention.

FY2019 Audited Financial Statements

Leslie Bednar reviewed the audit with the committee.

Human Resource Coordinator Position

Leslie Bednar reported the Human Resources Coordinator is a part-time position. The Personnel committee reviewed the position in August, and the Finance committee approved bringing the proposal to add the part-time position to the full board. Staff responsibility realignment in the Accounting department has necessitated a need for this position.

Melanie Weigel motion to take the position to the full board. Bev Obert second. Motion carried.

Agenda Building

The group worked on the board meeting agenda. Bev Obert requested a demonstration of the new time clocks at a future meeting.

Public Comment

None

Announcements

None

Adjournment

Bev Obert motion to adjourn. Melanie Weigel second. Motion carried. Adjourned 6:10 p.m.