



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie M. Bednar
DATE: March 17, 2022
RE: Meeting Resources

A handful of Executive Committee members and staff consulted with with Eli Mina last month regarding best practices for public body minutes. The session was enlightening and helped us identify ways to follow Roberts' Rules more closely for meeting materials. As we are refining our meeting procedures, attached are some examples that may be helpful:

--draft February 22, 2022 Board meeting minutes with actions highlighted
--examples of motion language we can add to the board orientation procedures

The documents were reviewed by the Executive Committee at their March 14 meeting. The committee decided to give the process a trial run at the March board meeting. Board members can evaluate the documents for value or need.

Thank you.

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BOARD OF DIRECTORS MEETING MINUTES

February 22, 2022
5:00 pm

Zoom due to Shelter-in-Place

3.1	Approve the Amended January 25, 2022 Minutes	Carried
3.2	Approve the Director and Staff Activity Report	Carried
4.1	Accept the January 2022 Bills	Roll Call - Carried
5.1	Accept the January 2022 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
10b	Approve Secondary Employment	Carried
13c	Approve Kelley Sullivan to Fill Open Board Seat	Carried
14.1	Approve the Investment Update	Carried
14.2	Approve Option D of the Minimum Wage Forecast	Carried
14.3	Approve Request for Information for an Automatic Materials Handler	Carried
14.4	Approve Juneteenth as an IHLS holiday	Carried
14.5	Approve the 2022 Personnel Handbook	Carried
14.6	Approve the Personal Leave Policy Change	Carried
	Adjourn	Carried

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Karen Bounds, Loretta Broomfield (entered 5:08 p.m.), Stacey Carter, Ann Chandler (entered 5:02 p.m.), Jenna Griffith, Ryan Johnson, Tammy Krouse, Kevin Latoz, Kris Lundquist, Zach Newell, Bev Obert, Josh Short

Absent:

Tiffany Droege, Chastity Mays

Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Leah Gregory, Rhonda Johnisee, Greg McCormick, Casey Parr, Susan Palmer, Shandi Greve Penrod, Rita Stephens, Cassandra Thompson (entered 5:17 p.m.), Jill Trevino, Anna Yackle

Consent Agenda

Stacey Carter motioned to accept the activities report. Ryan Johnson seconded. Motion carried.

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Ann Chandler motioned to accept the amended January 25, 2022 minutes. Ryan Johnson seconded. Motion carried.

Acceptance of Bills January 2022

Stacey Carter motioned to accept the January 2022 bills. Zach Newell seconded. Motion carried unanimously by roll call vote.

January 2022 Financial Report

Rhonda Johnisee shared the following report.

FY2022 Grants Status

- IHLS has received written approval on all FY2022 Special Revenue Grant Amendments at the requested levels – Cataloging Maintenance Center (CMC) - \$405,697 and Online Computer Library Center (OCLC) - \$149,513. IHLS has received 100% of the CMC and OCLC grant funding.
- IHLS has received written approval for the FY2022 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32. IHLS has received 59% or \$2,010,644.79 of the SAPG funding. This is the General Revenue and a portion of the Live and Learn allotments of the SAPG funds. Today we received the last 2 Live and Learn payments for FY2022. We are still waiting for the LSTA allotment of \$659,722.21 which will be our final payment for the FY2022 SAPG.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000.

January 2022 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through January 31, 2022.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2022 Total Budget Remaining Percentage", represents the remainder left (based on percentage) of the "IHLS Approved FY2022 Budget". As of January 31, 2022, the target benchmark of the remaining budget should be 42% for all budget line items. Any items with percentages less than that are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 1.3%. Total Expenses YTD Actuals are below YTD Budget by 13.0%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,396,579.21 represents 95.3% of the projection in the FY2022 budget. As of January 31, 2022, 95.9% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 7.7%.

Balance Sheets

General Fund

The General Fund cash balance was \$5,383,259.14. This balance would fund IHLS General Fund operations an estimated 15.4 months based on the FY2022 approved expenditure levels.

Capital Projects Fund

The \$25,501.59 indicated under “Reserve Funds” represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

SHARE

The SHARE cash balance of \$2,702,619.23 represents \$1,098,059.60 of SHARE Reserve Funds, \$80,545.19 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,524,014.44 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.0 months based on the FY2022 operations budget.

Kevin Latoz motioned to accept the January 2022 Financial Report. Zach Newell seconded. Motion carried.

FOIA Update

Karen Bounds reported a FOIA request was received from Travis Yowell of Savoy, Illinois for “salary and hourly wage and names of employees since 2017 along with their incremental raises.” The request was processed, and documents returned in the time allowed.

OMA Update

None

Public Comment

None

Communication

Leslie Bednar reported IHLS forwarded an Illinois Library Association (ILA) survey on SB 3497 to public library directors last week. It would enable, not require, library boards to vote to offer cards at no expense to people under 18 in unserved areas.

Board Learning

Stacie Bushong shared a Power Point presentation on IHLS minute taking practices.

Illinois Library Association (ILA) Legislative Meetups

Josh Short shared that he enjoyed the meet up he attended. Board members who attended a Legislative Meetup shared their experiences.

SHARE (Sharing Heartland’s Available Resources Equally) Outreach

Cassandra Thompson reported there have been some conversations with the Reaching Across Illinois Library System (RAILS) Local Library System Automation Program (LLSAP) Sustainability working group. Several of the LLSAPS have a lot of commonalities with SHARE especially as related to small rural libraries. Options for moving forward include RAILS creating a SHARE-like consortium or the creation of a statewide consortium. No firm decisions have been made at this time and conversations will be ongoing.

Staff Report

Staff Update

Main concerns raised about the staff report were that the individual increase amounts of salary market adjustments, and their impact on the FY2023 budget, were not discussed prior to the meeting.

Points in favor of the amount of individual salary market adjustments were that the board approved the total amount for adjustments at the January 2022 board meeting (Attachment 15.2) and it is the responsibility of the Executive Director to determine how the funds are distributed.

Stacey Carter motioned to approve the Staff Update. Zach Newell seconded. Motion carried.

Secondary Employment

Bev Obert motioned to approve Secondary Employment. Ann Chandler seconded. Motion carried.

Personnel

Stacey Carter motioned to enter closed session. Bev Obert seconded. Motion carried. Entered closed session at 5:58 p.m.

Ann Chandler motioned to re-enter open session. Bev Obert seconded. Motion carried. Entered open session at 6:12 p.m.

Illinois State Library Report

Greg McCormick reported that Governor Pritzker's budget includes an increase to library system funding. If the increase is approved, it would mean at least an additional \$500,000 for IHLS. The ISL is waiting for further guidance from the governor on masking guidelines.

Committee Reports

Executive

Josh Short reported the committee met and discussed items later on this agenda.

Budget and Finance

Josh Short reported the committee met and discussed items later on this agenda.

Policy and Membership

Stacey Carter reported the committee discussed certification and currently approximately 30% IHLS member libraries have completed certification.

Facilities and Operations

Loretta Broomfield reported the committee did not meet. The committee will meet in March.

Personnel

Josh Short reported the committee met and went over the finalization of the Employee Handbook and the Personal Leave policy change.

Advocacy and Education

Karen Bounds reported the committee discussed the legislative meetups. She was pleased with the number of legislators represented at the event she attended. The committee also discussed workshops the Association of Illinois School Library Educators (AISLE) working group will be offering in March.

Nominating

Leslie Bednar asked if there were any questions about the report. There were no questions asked.

Unfinished Business

Edwardsville Building Update

Leslie Bednar shared a PowerPoint presentation on the remodel of the Accounting and HR office.

COVID-19 and IHLS Staff

Leslie Bednar reviewed the Covid-19 and IHLS staff document.

Open Board Position

Karen Bounds motioned to approve Kelley Sullivan, trustee for Metropolis Public Library, to fill the open board seat. Kevin Latoz seconded. Motion carried.

New Business

Investment Update

Ann Chandler motioned to approve moving \$248,000 to a Certificate of Deposit (CD) at Scott Credit Union. Bev Obert seconded. Motion carried.

Minimum Wage Forecast

Bev Obert motioned to approve option D of the Minimum Wage Forecast. Karen Bounds seconded. Motion carried.

Automatic Material Handler

Ryan Johnson motioned to approve a Request for Information (RFI) for an automatic materials handler. Kris Lundquist seconded. Motion carried.

Juneteenth Holiday

The question was raised if the Juneteenth holiday would be exchanged for another holiday or in addition to the current approved holidays. Leslie Bednar confirmed the Juneteenth holiday will not be exchanged for another holiday but will be added to the list of IHLS holidays.

Karen Bounds motioned to adopt Juneteenth as an IHLS holiday. Stacey Carter seconded. Motion carried.

2022 Personnel Handbook

Discussion revolved around the addition of several legal updates. Staff explained the handbook has not been updated since 2017 and there have been many legal changes since that time.

Josh Short motioned to approve the 2022 Personnel Handbook. Ryan Johnson seconded. Motion carried.

Personal Leave Policy Change

Josh Short motioned to approve the Personal Leave Policy Change. Kevin Latoz seconded. Motion carried.

RAILS Online Database Proposal

Leslie Bednar reviewed the RAILS Online Database Proposal document. Greg McCormick explained the biggest challenge to this is on a fiscal level and at this time there are other services more vital to members that are taking priority, for example broadband access.

Agenda Building

Board members discussed items for the March agenda. Update on the Champaign hub restroom remodel. Discussion about a needs assessment of the IHLS board and staff.

Public Comment

None

Announcements

Josh Short reminded board members to complete their citation requirement due by the March 22, 2022, board meeting. Also, to keep an eye out for Statement of Economic Interest filing emails which should arrive in early March. Questions can be directed to Stacie Bushong.

Adjournment

Karen Bounds motioned to adjourn. Kevin Latoz seconded. Motion carried. Adjourned at 7:02 p.m.

Suggested Language for Motions – Date: March 22, 2022

This document is to assist members with making motions. It provides suggested language to use for each action item on the agenda based on Robert’s Rules of Parliamentary Procedures recommendation. Please start each motion by stating your name.

Item#	Agenda Item	Suggested Language for Motion
4	Consent Agenda a. Approval February 22, 2022 Minutes b. Director & Staff Activity Report	<i>(NAME) motions to approve the March 22, 2022 Consent Agenda</i>
4	Acceptance of February Bills 2022	<i>(NAME) motions to accept the February 2022 bills</i>
6	February 2022 Financial Report	<i>(NAME) motions to accept the February 2022 Financial Report</i>
10.1	Staff Report	<i>(NAME) motions to approve the Staff Report</i>
11b	Secondary Employment	<i>(NAME) motions to accept the Secondary Employment</i>
	Agenda Building	<i>(NAME) motions to approve the Recommendations for April 26, 2022 Board agenda items</i>
	Adjourn	<i>(NAME) motions to adjourn at _____ p.m.</i>