

EXECUTIVE COMMITTEE MEETING MINUTES

November 16, 2022

Time: 5:00 p.m.

Call to Order

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

Roll Call

Members present: Karen Bounds, Stacey Carter, Josh Short

Members absent: Loretta Broomfield, Chastity Mays

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of October 17, 2022 Minutes

A motion and second were made to approve the October 17, 2022 minutes. Motion carried unanimously by roll call vote.

SHARE Update

The Executive Director reported that the SHARE Director proposed an affiliate program to allow IHLS member libraries who are not SHARE members to place holds to assist them with interlibrary loans and resource sharing. Freeburg CHSD was added as a new member. There was an interruption in service in early November and SHARE was able to use the Rained-Out app to alert members.

Administrative Updates

Accounting and Human Resources

The Executive Director shared that 70 member libraries have participated in the sexual harassment training IHLS was able to provide. HR is also working on benefits enrollment. The accounting department received the first payment of OCLC and Cataloging Maintenance Center (CMC) checks. Last week, the fourth payment from the Live and Learn grant was received and IHLS is currently at 65% of funds collected for the FY2023 System Area and Per Capita Grant.

IT

There is a new website soft launch scheduled for next week and staff is finalizing the final details.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Facilities and Operations

The new Facilities and Delivery Director started and has been getting familiar with staff at each hub, riding along on routes, and learning the department. It is necessary to replace a van for the Champaign hub that was totaled in an accident. There is a challenge with getting the type of cargo van needed because they are not listed on the statewide contract and there is currently a vehicle shortage in general.

Membership and Grants

The Executive Director reported the new Project Coordinator for the trustee grant recently started. Tomorrow is Member Day and staff have been working hard to prepare. There are 335 registrants, the highest attendance on record since Member Day was first introduced.

Administration

The Executive Director reported no new projects. She did share that there was an honorary luncheon for Secretary of State Jesse White during the Association of Illinois School Illinois Educators (AISLE) conference which was very touching and enjoyable.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Committee did not meet.

Budget and Finance Committee

The committee met and held a routine meeting. There was some discussion regarding the Edwardsville roof update.

Facilities and Operations Committee

The committee did not meet.

Membership and Policy Committee

The Committee Chair reported the committee met and reflected on their responsibilities, in addition to reviewing applications for two new members.

Personnel Committee

The committee did not meet.

Unfinished Business

Edwardsville Roof Update

The Executive Director reported the roof contractor added \$2,500 to the cost for the additional paperwork needed to file a certified payroll as required under the Prevailing Wage Act.

CARLI Office Construction

The Executive Director reported there is a final signed agreement with the Consortium of Academic and Research Libraries in Illinois (CARLI) and the contractor. Work is due to begin next week at the Champaign hub.

IHLS Board of Directors Meeting Minutes

The Executive Director reported the Executive Assistant has been looking at ways to expand on anecdotal minutes to include more information.

Nominating Committee

The Board President reported the committee is almost complete and he will be appointing a chair.

New Business

Automatic Material Handler Next Steps

The Executive Director reported seven public library members have offered to be part of the working group and there is an effort to recruit members from the other library types.

November Agenda

The committee reviewed the agenda.

Public Comment

None

Announcements

None

Adjournment

A motion and second were made to adjourn. Adjourned at 5:33 p.m.