

## EXECUTIVE COMMITTEE MEETING MINUTES

March 20, 2023

Time: 3:00 p.m.

### Call to Order

Josh Short called the meeting to order at 3:00 p.m.

### Roll Call

Members present: Loretta Broomfield, Karen Bounds, Stacey Carter, Kevin Latoz, and Josh Short  
Others present: Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of February 21, 2023 Minutes

A motion and second were made to approve the Feb. 21, 2023, minutes. Motion carried by roll call vote. Karen Bounds – Abstain, Stacey Carter – yes, Kevin Latoz – yes, Josh Short – yes.

### SHARE Update

Staff attended the SHARE Policy and Finance committee meeting last week and the Aspen Discovery layer was discussed. There has been a request that the IHLS general fund add to their SHARE financial contribution each year to help members pay for Aspen Discovery.

### Administrative Updates

#### Accounting and Human Resources

Staff is working on projections for the end of the year in addition to the FY2024 draft budget. HR is working on the updated staff handbook distribution and training.

#### IT

There is a new staff member who comes from Southern Illinois University Edwardsville (SIUE).

#### Facilities and Operations

Since the February board meeting, four pre-owned delivery vans have been purchased, and a box truck has been ordered.

#### Membership and Grants

Currently interviewing for a Continuing Education Coordinator. There has been much interest in

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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the position. Additionally, there has been a lateral staffing move to provide an administrative assistant for the Associate Director. Staff is also finalizing preparations for a social event for Reaching Forward South.

### Administration

House Bill 2789 proposed legislation from the Secretary of State to encourage libraries to have a collection management reconsideration policy or confirmation they support the American Library Association (ALA) Bill of Rights passed along party lines. Senate Bill 2419, the License to Read Act which would give the State Librarian authority to negotiate with vendors for e-books, is currently in committee.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

The committee met and discussed the Association of Illinois School Library Educators (AISLE) working group and state training event for school librarians in September. Updates were given on the ILA (Illinois Library Association) Public Policy Committee (PPC), HB2789, and Legislative meetups. A rapid response group has been formed to assist libraries with book challenges.

#### Budget and Finance Committee

The committee met and held a routine meeting and discussed investing \$240,000 into a CD or an alternative option.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

The committee met and discussed certification with an upcoming deadline of March 31. It was noted that possibly three libraries will no longer qualify to maintain their membership. The committee will meet in April with a date and time TBD.

#### Personnel Committee

The committee met for a brief meeting to review the approval letter for the updated staff handbook and Teamflect.

#### Nominating Committee

The committee met and approved the ballot which was distributed to membership on March 15.

## **Unfinished Business**

### Open Board Position

Susan Tulis, Carbondale Public Library Trustee, will fill the vacant position.

## **New Business**

### FY2023 Budget and Operational Plan Review

Finance has been reviewing the end-of-the-year projections, and it's looking positive for revenue at this time. Interest income has contributed to this development.

### FY2024 Budget and Operational Plan Timeline

This document is intended to update board members on the process and where the board intersects in the process.

### Investment Update

The committee members reviewed this report.

### Board Exit Survey

It is intended to help IHLS to determine how board members feel about their time on the board of directors and the effectiveness of the board.

## **March 2023 Agenda**

The committee discussed topics for the board meeting agenda.

## **Public Comment**

None

## **Announcements**

None

## **Adjournment**

Adjourned at 3:45 p.m.