



BOARD OF DIRECTORS MEETING MINUTES

June 20, 2023

5:00 p.m.

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618.985.3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217.352.0047

Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618.656.3216

3.1	Approve May 23, 2023 Minutes	Roll Call - Carried
3.2	Approve June 7, 2023 Minutes	Roll Call - Carried
3.3	Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the May 2023 Bills	Roll Call - Carried
5.1	Accept the May 2023 Financial Reports	Roll Call - Carried
11.1	Approve the Staff Report	Roll Call - Carried
11a	Approve Secondary Employment	Roll Call - Carried
14a	Approve 4.5% Raise for Executive Director	Roll Call - Carried
15.1	Approve Membership Considerations	Roll Call - Carried
15.3	Approve Budget Amendment	Roll Call - Carried
15.4	Approve Salary Upgrades	Roll Call - Carried

Call to Order

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

Roll Call

Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Ann Chandler, Sarah Hill, Ryan Johnson, Kevin Kelsey, Tammy Krouse, Josh Short, Kelley Sullivan, Susan Tulis.

Absent:

Tiffany Droege, Jenna Griffith, Kevin Latoz, Linda McDonnell.

Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Frank Buckingham, Stacie Bushong, Matt Caskey, Carol Hogan-Downey, Karen Egan, Leah Gregory, Kate Kite, Shirley Paden, Shandi Greve Penrod, Ellen Popit, Melissa Tedesco, Pam Thomas, Cassandra Thompson, Jill Trevino.

Approve May 23, 2023, Minutes

A motion and second were made to approve the May 23 and June 7, 2023, minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Ann Chandler – no,

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Sarah Hill – yes, Ryan Johnson – yes, Kevin Kelsey – yes, Tammy Krouse – yes, Josh Short – yes, Kelley Sullivan – yes, Susan Tulis – yes.

Acceptance of May Bills 2023

A motion and second were made to accept the May 2023 bills. Motion carried unanimously by roll call vote.

May 2023 Financial Report

The Finance Director shared the following report.

FY2023 Grants Status

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783, Library Trustee Training (LTT) \$156,844, and OCLC - \$160,318. IHLS has received 100% of the funding for CMC and OCLC grants. IHLS returned \$22,303 of the CMC grant funds to the Illinois State Library. This amount was the remaining FY2022 Consortium of Academic and Research Libraries in Illinois (CARLI) cataloging contract that was absorbed in the FY2023 CMC grant. IHLS has received reimbursement for the first, second, and third quarter expenditures of \$96,827.87 for the LTT grant. IHLS received \$35,362.10 for the third quarter expenses in May.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted. IHLS has received 100% of the FY2023 SAPG. IHLS has received \$659,722.21 for the LSTA allocation in May.

May 2023 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through May 31, 2023. On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2023 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2023 Budget". As of May 31, 2023, the target benchmark of the remaining budget should be 8% for all budget line items.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 12.3%. Total Expenses YTD Actuals are below YTD Budget by 15.7%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,461,419.32 represents 96.5% of the projection in the FY2023 budget. As of May 31, 2023, 99.4% of that amount has been collected. Total Expenses "YTD Actuals" are below YTD Budget by 9.3%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of May 31, 2023, the General Fund cash balance was \$5,753,640.54. This balance would fund IHLS General Fund operations for an estimated 14.8 months based on the FY2023 approved expenditure levels.

SHARE

Cash and Cash Equivalents As of May 31, 2023, the SHARE cash balance of \$2,537,487.12 represents \$1,313,313.84 of SHARE Reserve Funds, \$54,946.19 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,169,227.09 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 7.3 months based on the FY2023 operations budget. IHLS made its \$300,000 contribution to SHARE in May after the receipt of our final FY2023 SAPG payment.

A motion and second were made to accept the May 2023 Financial Report. Motion carried unanimously by roll call vote.

FOIA Update

None

OMA Update

None

Public Comment

None

Illinois State Library Report

House Bill 2789 was signed by the Governor and amends 75 ILCS 10/3 and 75 ILCS 10/8.7. *Sec. 8.7. State grants; book banning. In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.*

- Protects the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.
- The next step is drafting the Administrative Rules. There will be an open period for comments. Our expected timeline is for these to be in place by Jan. 1, 2024.
- Libraries will develop a written statement prohibiting the practice of banning books OR adopt the American Library Association's Library Bill of Rights that indicates materials should not be removed because of doctrinal disapproval.

License to Read - Senate Bill 2419 was sent to the Governor on June 9. This gives the Secretary of State the authority to negotiate for e-books and e-audiobooks on behalf of users statewide. It provides enabling legislation, which brings the ISL general legal counsel and procurement to the table for the benefit of libraries.

- Provides that the State Librarian may award grants that develop, expand, or support the acquisition of access to e-books and e-audiobooks in Illinois.
- Creates the License to Read Fund to deposit fees or other funds received for the purposes of the Act.
- This is not intended to duplicate efforts. ISL will be working with CARLI, IHLS, and RAILS on this effort.

Grant Updates

ISL is in the process of compiling the recommendations for the FY2024 grants. This includes:

- The three System Area and Per Capita grants.

- Family, Volunteer, and Workplace Adult Literacy grants to enhance reading, writing, math, or English proficiency for the program participants.
- Radio Information Services grants providing blind and physically handicapped services.
- The Illinois Library Delivery Services grant.
- Project Next Generation grants engaging tweens and teens in library-based programs.
- The projects submitted by the regional library systems for programmatic support and services.

Communication

Delivery Survey Update

The Marketing Administrator shared highlights from the Delivery Survey.

Staff Report

Staff Update

A motion and second were made to approve the staff report. Motion carried unanimously by roll call vote.

Secondary Employment – IHLS Staff

A motion and second were made to approve secondary employment. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

Executive

The committee held a regular meeting in addition to a special meeting and discussed items later on this agenda, including the executive director evaluation.

Budget and Finance

The committee met and held a routine meeting in addition to budget amendments and salary upgrades.

Policy and Membership

The committee met and reviewed membership considerations and tabled the public comment policy until the next fiscal year.

Facilities and Operations

The committee did not meet.

Personnel

The committee met and reviewed revised job descriptions.

Advocacy and Education

The committee did not meet.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The group discussed three major projects: the Illinois School Workers Symposium, the Regional Response Team, and also working with AISLE to present another Grant Writing 101 workshop.

Illinois Library Association (ILA)

The group will have a booth at the American Library Association (ALA) conference promoting the iRead program. One member will be participating in a session presentation. They are working on onboarding their new board members.

Illinois State Library Advisory Committee (ISLAC)

The group will meet again in July. Stacey Carter was invited to attend the signing of House Bill 2789 and found it encouraging to see so much support for libraries.

Unfinished Business

Executive Director Evaluation

A motion and second were made to enter closed session. Motion carried unanimously by roll call vote. Entered closed session at 5:36 p.m.

A motion and second were made to return to open session. Motion carried unanimously by roll call vote. Reentered open session at 6:08 p.m.

A motion and second were made to give the executive director a 4.5% raise. Motion carried unanimously by roll call vote.

New Business

Membership Consideration

A motion and second were made to approve Membership considerations. Motion carried unanimously by roll call vote.

July-August Committee & Board Meeting Dates

The members reviewed the July-August committee & board meeting dates. There is a correction to the July Finance committee meeting to July 12 at 1:00 p.m.

New Board Member Orientation

Board orientation will be held on July 13 at the Hillsboro Public Library.

Recognition of Retiring Board Members

The Executive Director thanked Stacey Carter, Tiffany Droege, Kelley Sullivan, and Susan Tulis for their time and commitment given to IHLS. Josh Short gave special thanks to Stacey Carter for her mentorship and to Susan Tulis for stepping in to fill a vacant position.

Budget Amendment

A motion and second were made to approve the Budget Amendment. Motion carried unanimously by roll call vote.

Salary Upgrades

A motion and second were made to approve the salary upgrades. Motion carried unanimously by roll call vote.

Agenda Building

Board members discussed items for the July board meeting.

Public Comment

None

Announcements

Josh Short gave kudos to Carol Hogan-Downey, Communications Administrator, for responding so quickly to questions from the Canadian Broadcasting Company regarding House Bill 2789.

Adjournment

Adjourned at 6:26 p.m.