



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: Aug. 18, 2023
RE: FY2024 Board Meeting Attendance

To remain compliant with the Open Meetings Act (OMA), it is necessary for the IHLS Board of Directors to meet in person at a public location, which must be listed on the meeting agenda. OMA requires a quorum of members to meet in this manner. We have 15 board members, and eight constitute a quorum. The Executive Committee has recommended requiring at least ten members to sign up in advance via L2 (the Library Directory & Learning Calendar website) for a public location to hedge against last-minute personal schedule changes.

Below is an update of information shared with the Executive and Policy and Membership Committees. You will also find attached the results of the board survey. Thanks very much for your participation.

Work at Hand:

- Clarification of the legal requirements for physical attendance by IHLS Board Members post-COVID
- Clarification of the requirements for Board and SHARE committees
- Clarification of the public comment policy for IHLS board meetings and creating consistency in documentation

Governance Documents Impacted:

- *Meetings via Electronic Means*
- *Public Comment Policy*
- *Illinois Heartland Library System Bylaws*

These documents can be found at www.illinoisheartland.org/about/board/governance-docs.

Resources:

Illinois Library Laws and Rules—[Open Meetings Act](#)

5 ILCS 120/2.01 (Open Meetings Act/Time and Place, page 67):

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711

1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047

6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216

www.illinoisheartland.org ■ 618.656.9401 Fax

“A quorum of members of a public body must be physically present at the location of an open meeting. If, however, an open meeting of a public body that is an Illinois Library system with jurisdiction over a specific geographic area of more than 4,500 square miles...is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices through an interactive video conference and the public body provides public notice and public access as required under this act for all locations, all count toward determining a quorum. “Public Building, as used in this Section, means any building or portion thereof owned or leased by any public body.”

5 ILCS 120/7 (Attendance by a means other than physical presence, page 71)

“The limitations of this Section shall not apply to Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles ...or...bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action. ... Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body.

Our Current Working Knowledge:

How is a quorum achieved?

Our working interpretation, in consultation with colleagues, is that as long as eight or more members of the board are attending at one of our hubs or another public building, a quorum is achieved and IHLS would be legally compliant.

Do any legal stipulations for attending a meeting electronically currently apply to library systems?

It appears that an electronic attendance policy would be a procedure developed and adopted by the IHLS Board.

What is the impact on SHARE and IHLS Board Committees?

To allow IHLS Board Committees to meet remotely, our legal counsel has advised amending the Bylaws for IHLS to include a statement that these committees are advisory and with no binding authority.

SHARE committees are comprised of library workers who most often participate from their place of work, which is most typically a public building. "While inserting the locations of all committee members' libraries would create bulky agendas, this would foster OMA compliance. "Moving Forward:

A quorum of eight or more trustees in a hub or another building is a legal requirement. Beyond that, the board will need to determine procedures for other aspects of electronic attendance to include the following:

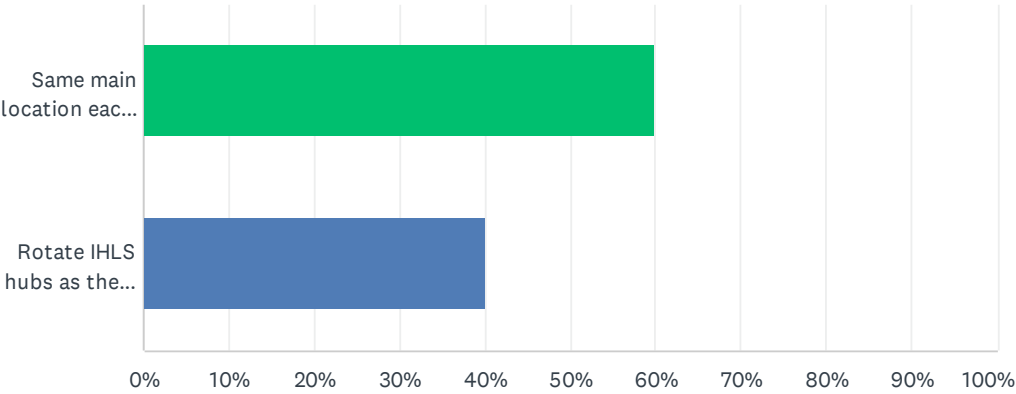
- Accepted reasons for not attending from a public building
- Meeting participation when not in a public building
- Notification of the method of participation for a board meeting

Additionally, the board will need to take these actions:

- Amend the IHLS Bylaws to classify committees as advisory only with no binding authority
- Revise the SHARE governance documents to include language regarding a commitment to OMA

Q1 How do you prefer to see the in-person primary location on the agenda?

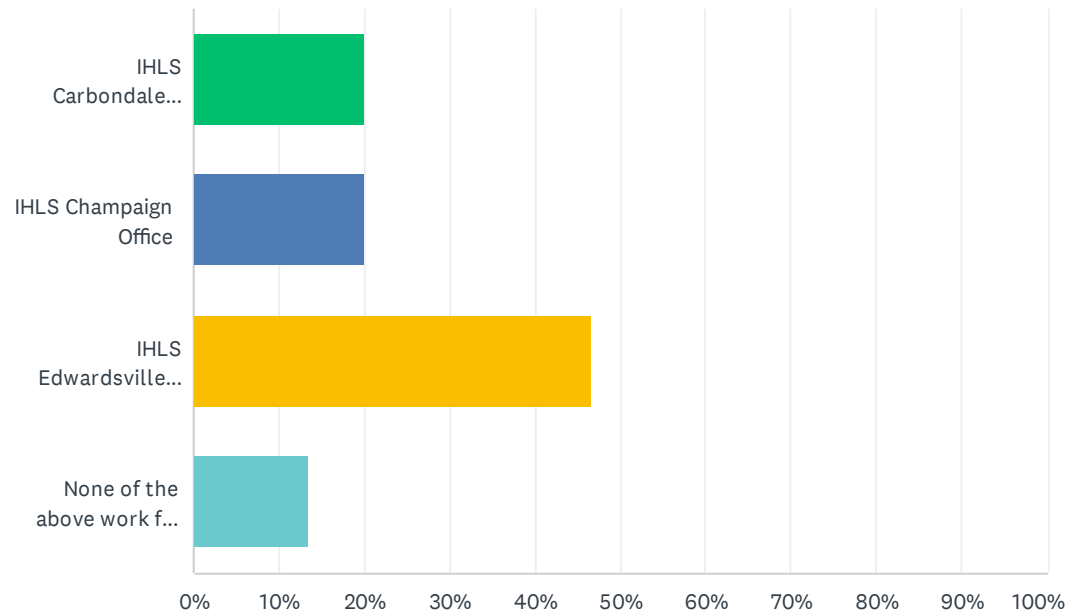
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Same main location each month (historically Edwardsville)	60.00%	9
Rotate IHLS hubs as the main location	40.00%	6
TOTAL		15

Q2 Which IHLS location do you prefer to attend in-person?

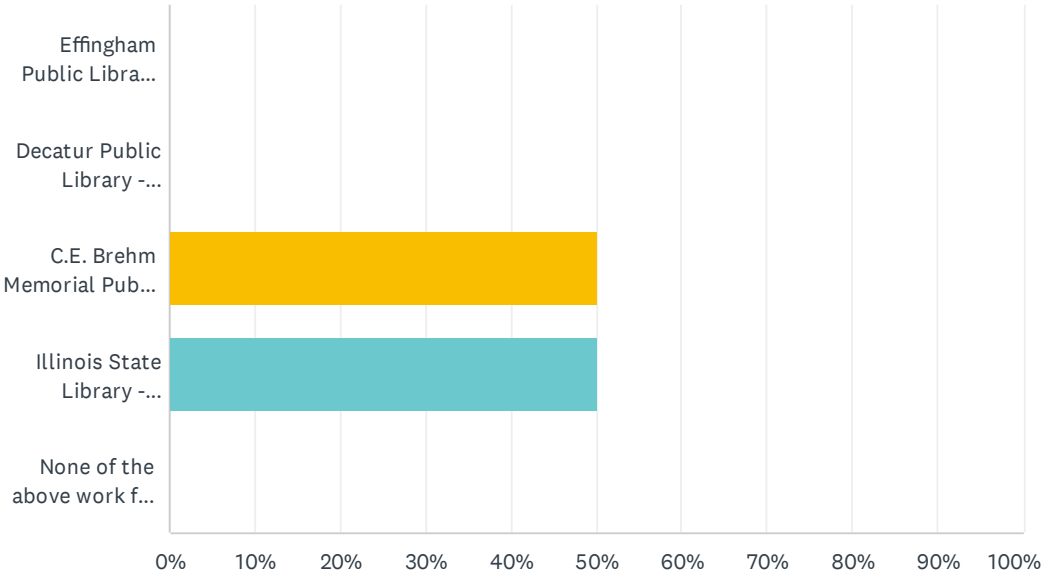
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
IHLS Carbondale Office	20.00%	3
IHLS Champaign Office	20.00%	3
IHLS Edwardsville Office	46.67%	7
None of the above work for me	13.33%	2
TOTAL		15

Q3 If you are unable to attend at one of the IHLS hubs, which location works best?

Answered: 2 Skipped: 13



ANSWER CHOICES	RESPONSES	
Effingham Public Library – Effingham	0.00%	0
Decatur Public Library - Decatur	0.00%	0
C.E. Brehm Memorial Public Library – Mt. Vernon	50.00%	1
Illinois State Library - Springfield	50.00%	1
None of the above work for me	0.00%	0
TOTAL		2

Q4 Do you have a different library location to suggest as a possible in person location?

Answered: 0 Skipped: 15

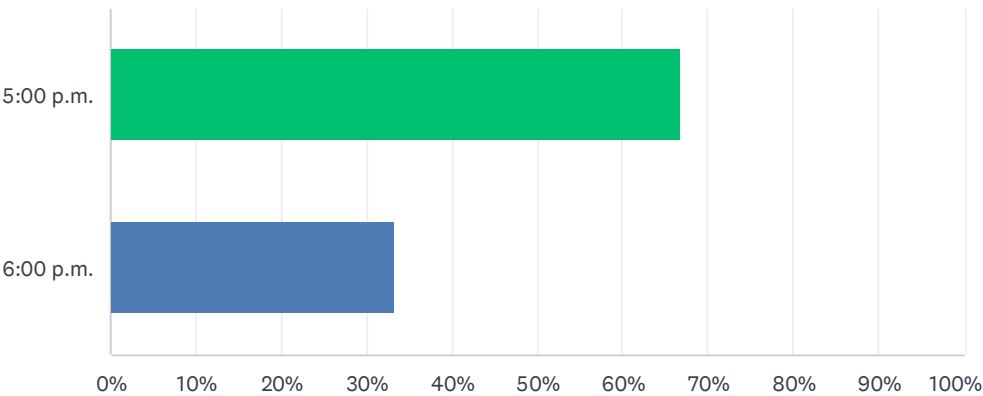
 No matching responses.

ANSWER CHOICES	RESPONSES	
No	0.00%	0
Yes (Please write it below)	0.00%	0
TOTAL		0

#	YES (PLEASE WRITE IT BELOW)	DATE
	There are no responses.	

Q5 What time do you prefer the meeting to start?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
5:00 p.m.	66.67%	10
6:00 p.m.	33.33%	5
TOTAL		15

Q6 Do you have additional comments about your answers?

Answered: 6 Skipped: 9

#	RESPONSES	DATE
1	I believe it could be worked out to have 8 members at the hubs, and the reset could join on Zoom. This could possibly work so members would only have to be on site 4 times a year. Also in regard to committees the by-laws need to be reworked.	8/8/2023 8:24 AM
2	I would prefer to go to Edwardsville, as it is closest to me, but could go to another site occasionally. Thank you.	8/7/2023 8:00 AM
3	If 6 works for more people, I'm fine with that.	8/4/2023 9:10 AM
4	No. Thank you.	8/3/2023 8:31 PM
5	I can make Edwardsville work. Having a host library like the State Library would be better.	8/3/2023 2:31 PM
6	I'm really okay with anything as long as I can still go to Edwardsville via video.	8/3/2023 2:26 PM

#1

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:01:44 PM
Last Modified: Thursday, August 03, 2023 2:02:20 PM
Time Spent: 00:00:35
First Name: Joshua
Last Name: Short
Email: jshort@board.illinoisheartland.org
IP Address: 107.77.209.156

Page 1

Q1 Same main location each month (historically Edwardsville)
How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Edwardsville Office
Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question
If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question
Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 5:00 p.m.
What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#2

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:04:55 PM
Last Modified: Thursday, August 03, 2023 2:05:16 PM
Time Spent: 00:00:21
First Name: Kevin
Last Name: Kelsey
Email: kkelsey@board.illinoisheartland.org
IP Address: 104.145.77.170

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Champaign Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

6:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#3

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:16:36 PM
Last Modified: Thursday, August 03, 2023 2:18:08 PM
Time Spent: 00:01:32
First Name: Loretta
Last Name: Broomfield
Email: lbroomfield@board.illinoisheartland.org
IP Address: 162.218.151.186

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Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Carbondale Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#4

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:24:33 PM
Last Modified: Thursday, August 03, 2023 2:25:51 PM
Time Spent: 00:01:17
First Name: Kristy
Last Name: Walker
Email: kwalker@board.illinoisheartland.org
IP Address: 71.15.2.31

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Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

I'm really okay with anything as long as I can still go to Edwardsville via video.

#5

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:28:31 PM
Last Modified: Thursday, August 03, 2023 2:30:37 PM
Time Spent: 00:02:06
First Name: Kristi
Last Name: Lear
Email: klear@board.illinoisheartland.org
IP Address: 136.226.12.192

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Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 6:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

I can make Edwardsville work. Having a host library like the State Library would be better.

#6

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 2:32:21 PM
Last Modified: Thursday, August 03, 2023 2:33:25 PM
Time Spent: 00:01:03
First Name: Melissa
Last Name: Tedesco
Email: mtedesco@board.illinoisheartland.org
IP Address: 97.91.136.13

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Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

6:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#7

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 4:08:09 PM
Last Modified: Thursday, August 03, 2023 4:08:38 PM
Time Spent: 00:00:28
First Name: Jenna
Last Name: Griffith
Email: jgriffith@board.illinoisheartland.org
IP Address: 3.237.200.139

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Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Carbondale Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 6:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#8

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 6:35:39 PM
Last Modified: Thursday, August 03, 2023 6:40:06 PM
Time Spent: 00:04:26
First Name: Tammy
Last Name: Krouse
Email: tkrouse@board.illinoisheartland.org
IP Address: 172.56.249.89

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

None of the above work for me

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

C.E. Brehm Memorial Public Library – Mt. Vernon

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#9

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 7:19:04 PM
Last Modified: Thursday, August 03, 2023 7:19:39 PM
Time Spent: 00:00:35
First Name: Sarah
Last Name: Hill
Email: shill@board.illinoisheartland.org
IP Address: 174.208.232.163

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Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Champaign Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#10

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, August 03, 2023 8:28:46 PM
Last Modified: Thursday, August 03, 2023 8:31:02 PM
Time Spent: 00:02:15
First Name: Linda
Last Name: McDonnell
Email: lmcdonnell@board.illinoisheartland.org
IP Address: 47.34.94.250

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

No. Thank you.

#11

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Friday, August 04, 2023 8:42:41 AM
Last Modified: Friday, August 04, 2023 8:43:23 AM
Time Spent: 00:00:41
First Name: Kevin
Last Name: Latoz
Email: klatoz@board.illinoisheartland.org
IP Address: 24.14.142.229

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Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Champaign Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#12

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Friday, August 04, 2023 9:07:23 AM
Last Modified: Friday, August 04, 2023 9:10:27 AM
Time Spent: 00:03:04
First Name: Karen
Last Name: Bounds
Email: kbounds@board.illinoisheartland.org
IP Address: 75.129.240.133

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Carbondale Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

If 6 works for more people, I'm fine with that.

#13

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Friday, August 04, 2023 12:04:28 PM
Last Modified: Friday, August 04, 2023 12:05:31 PM
Time Spent: 00:01:03
First Name: Ryan
Last Name: Johnson
Email: rjohnson@board.illinoisheartland.org
IP Address: 157.185.79.234

Page 1

Q1 Rotate IHLS hubs as the main location

How do you prefer to see the in-person primary location on the agenda?

Q2 IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3 Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4 Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5 5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Respondent skipped this question

Do you have additional comments about your answers?

#14

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Monday, August 07, 2023 7:57:31 AM
Last Modified: Monday, August 07, 2023 7:59:35 AM
Time Spent: 00:02:03
First Name: Francis
Last Name: Buckingham
Email: fbuckingham@board.illinoisheartland.org
IP Address: 108.247.101.90

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

IHLS Edwardsville Office

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Respondent skipped this question

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

6:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

I would prefer to go to Edwardsville, as it is closest to me, but could go to another site occasionally. Thank you.

#15

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Sunday, August 06, 2023 11:42:50 AM
Last Modified: Tuesday, August 08, 2023 8:23:32 AM
Time Spent: Over a day
First Name: Ann
Last Name: Chandler
Email: achandler@board.illinoisheartland.org
IP Address: 72.9.125.39

Page 1

Q1

Same main location each month (historically Edwardsville)

How do you prefer to see the in-person primary location on the agenda?

Q2

None of the above work for me

Which IHLS location do you prefer to attend in-person?

Page 2

Q3

Illinois State Library - Springfield

If you are unable to attend at one of the IHLS hubs, which location works best?

Page 3

Q4

Respondent skipped this question

Do you have a different library location to suggest as a possible in person location?

Page 4

Q5

5:00 p.m.

What time do you prefer the meeting to start?

Page 5

Q6

Do you have additional comments about your answers?

I believe it could be worked out to have 8 members at the hubs, and the reset could join on Zoom. This could possibly work so members would only have to be on site 4 times a year. Also in regard to committees the by-laws need to be reworked.
