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):
“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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same main location each month (historically Edwardsville)</td>
<td>60.00%</td>
</tr>
<tr>
<td>Rotate IHLS hubs as the main location</td>
<td>40.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q2 Which IHLS location do you prefer to attend in-person?

Answered: 15  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHLS Carbondale Office</td>
<td>20.00%</td>
</tr>
<tr>
<td>IHLS Champaign Office</td>
<td>20.00%</td>
</tr>
<tr>
<td>IHLS Edwardsville Office</td>
<td>46.67%</td>
</tr>
<tr>
<td>None of the above work for me</td>
<td>13.33%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q3 If you are unable to attend at one of the IHLS hubs, which location works best?

Answered: 2  Skipped: 13

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effingham Public Library – Effingham</td>
<td>0.00%</td>
</tr>
<tr>
<td>Decatur Public Library - Decatur</td>
<td>0.00%</td>
</tr>
<tr>
<td>C.E. Brehm Memorial Public Library – Mt. Vernon</td>
<td>50.00%</td>
</tr>
<tr>
<td>Illinois State Library - Springfield</td>
<td>50.00%</td>
</tr>
<tr>
<td>None of the above work for me</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q4 Do you have a different library location to suggest as a possible in person location?

Answered: 0    Skipped: 15

⚠️ No matching responses.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>0.00%</td>
</tr>
<tr>
<td>Yes (Please write it below)</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

# YES (PLEASE WRITE IT BELOW) DATE

There are no responses.
Q5 What time do you prefer the meeting to start?

Answered: 15   Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m.</td>
<td>66.67%</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>33.33%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>
Q6 Do you have additional comments about your answers?

Answered: 6  Skipped: 9

<table>
<thead>
<tr>
<th>#</th>
<th>RESPONSES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I believe it could be worked out to have 8 members at the hubs, and the rest 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.</td>
<td>8/8/2023 8:24 AM</td>
</tr>
<tr>
<td>2</td>
<td>I would prefer to go to Edwardsville, as it is closest to me, but could go to another site occasionally. Thank you.</td>
<td>8/7/2023 8:00 AM</td>
</tr>
<tr>
<td>3</td>
<td>If 6 works for more people, I'm fine with that.</td>
<td>8/4/2023 9:10 AM</td>
</tr>
<tr>
<td>4</td>
<td>No. Thank you.</td>
<td>8/3/2023 8:31 PM</td>
</tr>
<tr>
<td>5</td>
<td>I can make Edwardsville work. Having a host library like the State Library would be better.</td>
<td>8/3/2023 2:31 PM</td>
</tr>
<tr>
<td>6</td>
<td>I'm really okay with anything as long as I can still go to Edwardsville via video.</td>
<td>8/3/2023 2:26 PM</td>
</tr>
</tbody>
</table>
**IHLS Board Member Attendance Preference**

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

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

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

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

**Q5**
What time do you prefer the meeting to start?

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**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

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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
Q6  Respondent skipped this question
Do you have additional comments about your answers?
Q1 How do you prefer to see the in-person primary location on the agenda?

Same main location each month (historically Edwardsville)

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

IHLS Champaign Office

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

Respondent skipped this question

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

Respondent skipped this question

Q5 What time do you prefer the meeting to start?

6:00 p.m.
Q6

Do you have additional comments about your answers?

Respondent skipped this question
**IHLS Board Member Attendance Preference**

#3

**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

**Page 1**

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

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

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

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

**Q5**
What time do you prefer the meeting to start?

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**Page 2**

Rotate IHLS hubs as the main location

IHLS Carbondale Office

Respondent skipped this question

Respondent skipped this question

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**Page 3**

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**Page 4**

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**Page 5**
Q6

Do you have additional comments about your answers?

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

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

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

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

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

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

- Rotate IHLS hubs as the main location

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

- IHLS Edwardsville Office

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

- Respondent skipped this question

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

- Respondent skipped this question

**Q5**
What time do you prefer the meeting to start?

- 6:00 p.m.
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.
Q1 How do you prefer to see the in-person primary location on the agenda? Same main location each month (historically Edwardsville)

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

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

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

Q5 What time do you prefer the meeting to start? 6:00 p.m.
Q6

Do you have additional comments about your answers?

Respondent skipped this question
| Q1 | How do you prefer to see the in-person primary location on the agenda? | Rotate IHLS hubs as the main location |
| Q2 | Which IHLS location do you prefer to attend in-person? | IHLS Carbondale Office |
| Q3 | If you are unable to attend at one of the IHLS hubs, which location works best? | Respondent skipped this question |
| Q4 | Do you have a different library location to suggest as a possible in person location? | Respondent skipped this question |
| Q5 | What time do you prefer the meeting to start? | 6:00 p.m. |
Q6

Do you have additional comments about your answers?

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

Same main location each month (historically Edwardsville)

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

None of the above work for me

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

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

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

Respondent skipped this question

Q5
What time do you prefer the meeting to start?

5:00 p.m.
Q6

Do you have additional comments about your answers?

Respondent skipped this question
#9

**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

**Page 1**

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

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

**Page 2**

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

**Page 3**

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

**Page 4**

**Q5**
What time do you prefer the meeting to start?

**Page 5**
Q6

Do you have additional comments about your answers?

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

Same main location each month (historically Edwardsville)

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

IHLS Edwardsville Office

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

Respondent skipped this question

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

Respondent skipped this question

Q5
What time do you prefer the meeting to start?

5:00 p.m.
Q6
Do you have additional comments about your answers?

No. Thank you.
Q1
How do you prefer to see the in-person primary location on the agenda?

Rotate IHLS hubs as the main location

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

IHLS Champaign Office

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

Respondent skipped this question

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

Respondent skipped this question

Q5
What time do you prefer the meeting to start?

5:00 p.m.
Do you have additional comments about your answers?

Respondent skipped this question
Q1: How do you prefer to see the in-person primary location on the agenda? 

- Same main location each month (historically Edwardsville)

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

- IHLS Carbondale Office

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

- Respondent skipped this question

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

- Respondent skipped this question

Q5: What time do you prefer the meeting to start? 

- 5:00 p.m.
Q6

Do you have additional comments about your answers?

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

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

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

Q5  5:00 p.m.
What time do you prefer the meeting to start?
Q6

Do you have additional comments about your answers?

Respondent skipped this question
#14

**IHLS Board Member Attendance Preference**

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

Same main location each month (historically Edwardsville)

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

IHLS Edwardsville Office

Page 2

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

Respondent skipped this question

Page 3

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

Respondent skipped this question

Page 4

**Q5**
What time do you prefer the meeting to start?

6:00 p.m.
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

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

**Q2**  Which IHLS location do you prefer to attend in-person?
- None of the above work for me

**Q3**  If you are unable to attend at one of the IHLS hubs, which location works best?
- Illinois State Library - Springfield

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

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