

## EXECUTIVE COMMITTEE MEETING MINUTES

July 18, 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: Karen Bounds, Loretta Broomfield, Kevin Latoz, Josh Short  
Others present: Leslie Bednar

### Public Comment

None

### Approval of June 14, 2023, Minutes

A motion and second were made to approve the June 14, 2023, minutes. Motion carried unanimously by roll call vote.

### Approval of June 19, 2023, Minutes

A motion and second were made to approve the June 19, 2023, minutes. Motion carried unanimously by roll call vote.

### SHARE Update

The Executive Director updated the committee on the FY2024 SHARE annual billing, which is now complete. Some SHARE members have begun to submit payments.

### Administrative Updates

#### Accounting and Human Resources

Finance staff are busy at work on FY2023 audit preparation, and HR staff are working on the implementation schedule for Paylocity for Payroll.

#### IT

IT staff had to replace a server power backup device for the Edwardsville office and have also had a series of days with rolling internet outages.

#### Facilities and Operations

The Ameren lighting incentive project at the Edwardsville office was completed in June. Our

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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current Senior Accountant will transition to the Operations and Delivery Director position effective Aug. 14.

#### Membership and Grants

Membership staff have been completing library site visits.

#### Administration

Anna Yackle and Leslie Bednar will participate in the first CIRCL planning meeting. CIRCL is the Collaborative Institute for Rural Communities and Librarianship in Austin, Texas. Some IHLS staff attended training at Filament (St. Louis) to discover better ways of meeting development to ensure better use of everyone's time.

#### **Open Meeting Act Compliance**

None

#### **Committee Updates**

##### Advocacy Committee

The committee did not meet.

##### Budget and Finance Committee

The Board Treasurer reported a regular meeting with a discussion of bill payment approval, specifically two legal payments.

##### Facilities and Operations Committee

The committee did not meet.

##### Membership and Policy Committee

The committee did not meet.

##### Personnel Committee

The committee did not meet.

#### **Unfinished Business**

##### Board Officer Nominations

The committee discussed the orientation of new officers to the Microsoft Teamflect app for evaluation of the Executive Director, and the process for electing new board officers at the July board meeting.

##### New Board Member Orientation

Lisa Horsley (Abraham Lincoln Presidential Library) resigned from her position on the board. Kristi Lear (Illinois State Archives) was recommended by the Board President to fill the opening. Two new board members attended orientation on July 13 at Hillsboro Public Library.

**New Business****FY2023 Grants Update**

The Executive Director discussed grant consultant activities in FY2023 and FY2024 work to date.

**July Agenda**

The committee reviewed topics for the July 25, 2023, board agenda.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Adjourned at 3:55 p.m.