



EXECUTIVE COMMITTEE MEETING MINUTES

Aug. 16, 2023
Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:02 p.m.

Roll Call

Members present: Karen Bounds, Tammy Krouse, Kevin Latoz
Members absent: Linda McDonnell
Others present: Leslie Bednar, Stacie Bushong, Ellen Popit

Public Comment

None

Approval of July 17, 2023 Minutes

A motion and second were made to approve the July 17, 2023 minutes. Motion carried by roll call vote. Karen Bounds – yes, Tammy Krouse – abstain, Kevin Latoz – yes

SHARE Update

Staff are working with schools as students return to class in addition to getting the early participants for Aspen onboarded.

Administrative Updates

Accounting and Human Resources

The finance team is interviewing for the Senior Accountant position. HR is working on position descriptions for two new IT positions.

IT

The SHARE production servers are being prepared for an update. The current servers will be repurposed as back-up servers.

Facilities and Operations

The new Facilities and Delivery Director is transitioning into place. Currently, she is working on a Request for Proposal (RFP) for tuckpointing the exterior of the Edwardsville building.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Membership and Grants

Members Matter is upcoming. The Membership School Liaison went to a networking event for school librarians at Lake Land College. The iLead Trustee Training portal will be demonstrated to the Illinois State Library (ISL) later this month.

Administration

The Executive Director attended the Collaborative Institute for Rural Communities and Librarianship (CIRCL) meeting. The group is focusing on grant opportunities for rural libraries. R. David Lankes has been collaborating with colleagues on this for a couple of years. IHLS being part of this process will give us the opportunity to benefit from the grant. There are plans to invite the Reaching Across Illinois Libraries System (RAILS) to participate. Staff are compiling the FY2024 Annual Report.

Open Meeting Act Compliance

The committee discussed the requirements of the Open Meeting Act for in-person meeting attendance, closed session meeting minutes, and legal recommendations.

Committee Updates

Advocacy Committee

Committee did not meet.

Budget and Finance Committee

The committee met and held a routine meeting.

Facilities and Operations Committee

Committee did not meet.

Membership and Policy Committee

The committee met and reviewed membership applications and worked on the public comment policy revisions.

Personnel Committee

Committee did not meet.

Unfinished Business

New Board Member Orientation

All but two new board members have attended orientation. There is a final orientation scheduled for Aug. 21, 2023.

New Business

FY2024 Member-at-Large Recommendation

The board president will appoint Josh Short to be Member-at-Large.

FY2024 IHLS Board Committee Assignments

The committee reviewed committee assignments.

FY2024 Board Meetings

The committee discussed how to achieve a quorum at committee and board meetings to comply with the Open Meetings Act and possible in-person locations to offer for attendance.

Executive Committee in FY2024

The committee discussed their regular schedule for meetings. The executive assistant will send a poll with options.

Ethics Commission

The Board President will appoint Jenna Griffith and Kevin Kelsey to the ethics committee.

Open Board Position

The position has been filled.

FY2024 Annual Meeting

The committee discussed the Annual Meeting.

August 22, 2023 Agenda

The committee discussed agenda topics.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 4:24 p.m.