



BOARD OF DIRECTORS MEETING MINUTES

November 8, 2023

5:00 pm

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

C.E. Brehm Memorial Public Library: 101 South Seventh Street, Mount Vernon, IL 62864-4114, 618-242-6322

Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, 217-782-2994

Zoom

3.1	Approve September 26, 2023 Minutes	Roll Call - Carried
4.1	Approve Director and Staff Activity Report	Roll Call - Carried
5.1	Accept the September 2023 Bills	Roll Call - Carried
11.1	Accept the September 2023 Financial Reports	Roll Call - Carried
16.1	Approve the Staff Report	Roll Call - Carried
16b	Approve Secondary Employment	Roll Call - Carried
15.1	Approve FY2025 Nominating Committee	Roll Call - Carried
15.2	Approve Meetings via Electronic Means Policy Update	Roll Call - Carried
16.1	Approve FY2024 Employee Handbook Policy Updates	Roll Call - Carried
16.2	Approve Vehicle Surplus	Roll Call - Carried
16.3	Approve AISLE Statement in Support of Paraprofessionals	Roll Call - Carried
16.4	Approve Public Comment Policy	Roll Call - Carried
16.5	Approve IHLS Benefits Plan	Roll Call - Carried
16.6	Approve FY2024 Budget Amendments	Roll Call - Carried

Call to Order

Karen Bounds called the meeting to order at 5:00 p.m.

Roll Call

Board Members Present:

Carbondale: Loretta Broomfield, Jenna Griffith

Champaign: Sarah Hill, Emily Pickell

Edwardsville: Frank Buckingham, Linda McDonnell, Kristy Walker

C.E. Brehm: Karen Bounds

ISL: Kristi Lear

Zoom: Ann Chandler, Kevin Kelsey, Tammy Krouse

Board Members Absent:

Ryan Johnson, Kevin Latoz, Josh Short

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees and Guests:

Carbondale: Troy Brown, Ellen Popit

Champaign: Kat Anderberg

Edwardsville: Leslie Bednar, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee, Jill Trevino

Zoom: Stacie Bushong, Kate Kite, Shirley Paden, Casey Parr, Cassandra Thompson, Anna Yackle

Approve September 26, 2023 Minutes

A motion and second were made to approve the September 26, 2023 minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Kevin Kelsey – yes, Tammy Krouse – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Kristi Walker – yes.

Approve Director and Staff Activity Report

A motion and second were made to approve the Director and Staff Activity Report. Motion carried unanimously by roll call vote.

Acceptance of September 2023 Bills

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

September 2023 Financial Report

The Finance Director shared the following report.

FY2024 Grants Status

- IHLS has received written approval on the following FY2024 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$686,693, iLEAD Library Trustee Training (LTT) \$269,900, and Online Computer Library Center (OCLC) - \$168,532. As of September 30, 2023, IHLS has received \$335,000 or 48.8% of the CMC grant funds.
- IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02.
- We expect to see funding received in November for the SAPG, OCLC, and LTT grants.

September 2023 Financial Reports

- On the Statement of Revenues and Expenditures, the column titled, “IHLS Approved FY2024 Total Budget Remaining Percentage”, represents the remainder left (based on percentage) of the “IHLS Approved FY2024 Budget”. As of September 30, 2023, the target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 73% based on a total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

- General Fund: Total Revenues Year to Date (YTD) Actuals” are below YTD Budget by 85.3%.
- Total Expenses: YTD Actuals are below YTD Budget by 4.4%.

SHARE

- Fees for Services and Materials: YTD Actuals of \$1,388,102.94 represents 89.3% of the projection in the FY2024 budget. As of September 30, 2023, 93.8% of that amount has been collected.
- Total Expenses YTD Actuals are above YTD Budget by 28.0%.

Balance Sheets

General Fund

- Cash and Cash Equivalents as of September 30, 2023, the General Fund cash balance was \$4,476,924.44. This balance would fund IHLS General Fund operations for an estimated 11.0 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds, excluding CMC, for an estimated 10.1 months.

SHARE

- Cash and Cash Equivalents as of September 30, 2023, the SHARE cash balance of \$2,892,427.93 represents \$1,024,347.59 of SHARE Reserve Funds, \$104,666.96 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,763,413.38 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 9.7 months based on the FY2024 operations budget.

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

FOIA Update

A commercial FOIA request from Smart Procure was received for purchase records information. This is a regular quarterly request, and it was filled within the time allowed.

OMA Update

None

Public Comment

None

Communication

AISLE Update

Board members and staff attended the conference. There was positive feedback from attendees on sessions attended. IHLS staff were complimented on their contributions.

ILA Update

Board members and staff attended the conference.

FY2024 Policy Update Schedule

Board members reviewed the schedule.

Staff Report

Staff Update

A motion and second were made to approve the Staff Update. 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

Illinois State Library Report

None

Committee Reports

Executive

The committee met and discussed items later on this agenda.

Budget and Finance

The committee met and held a routine meeting.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee met and discussed the Edwardsville roof and are collaborating with a consultant to develop the Request for proposal for the Automatic Materials Handler. It was announced that nine vehicles were ordered through the state contract.

Personnel

The committee met and discussed the employee handbook policies and staff benefits.

Advocacy and Education

The committee did not meet.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

Currently working on the Slate (School Library Advocacy Through Education) data project. Professional development hours are being offered. Work is ongoing on materials challenges.

Illinois Library Association (ILA)

Working on recruiting representatives and members to attend the 2023 round of [Legislative meetups](#).

Illinois State Library Advisory Committee (ISLAC)

The committee met and discussed, state library grants to prison libraries, broadband access and CARLI's (Consortium of Academic and Research Libraries in Illinois) OER (Open Educational Resources) grant.

Unfinished Business

FY2025 Nominating Committee

There was a motion and second to approve the FY2025 Nominating Committee. Motion carried unanimously by roll call vote.

Meetings via Electronic Means Policy Update (Second Read)

There was a motion and second to approve the Meetings via Electronic Means Policy. Motion carried unanimously by roll call vote.

New Business

FY2024 Employee Handbook Policy Updates

There was a motion and second to approve the FY2024 Employee Handbook Policy Update. Motion carried unanimously by roll call vote.

Vehicle Surplus

There was a motion and second to approve the Vehicle Surplus. Motion carried unanimously by roll call vote.

AISLE Statement in Support of Paraprofessionals

There was a motion and second to approve the AISLE Statement in Support of Paraprofessionals. Motion carried unanimously by roll call vote.

Public Comment Policy (Second Read)

There was a motion and second to approve the Public Comment Policy. Motion carried unanimously by roll call vote.

IHLS Benefits Plan

There was a motion and second to approve the IHLS Benefits Plan. Motion carried unanimously by roll call vote.

FY2024 Proposed Budget Amendments

There was a motion and second to approve the FY2024 Proposed Budget Amendments. Motion carried unanimously by roll call vote.

Agenda Building

There was a motion and second to add the topic executive director evaluation. Motion carried unanimously by roll call vote.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 6:19 p.m.