BOARD OF DIRECTORS MEETING MINUTES
January 23, 2024
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

Attachment 3.1

3.1 Approve the November 28, 2023 Minutes
4.1 Approve the Director and Staff Activity Report
5.1 Accept the November 2023 Bills
6.1 Accept the December 2023 Bills
7.1 Accept the December 2023 Financial Reports
13.1 Approve the Staff Report
16.1 FY2024 IHLS Draft Bylaws
17b Appoint Kevin Kelsey IHLS Board Treasurer
17c Tabled Destruction of Closed Session Recordings February 16, 2010 – June 21, 2022
17d Approved Keeping May 23, 2023 Minutes Closed
17e Approved Items for February 2024 Agenda

Roll Call
Board Members Present:
Carbondale: Loretta Broomfield
Champaign: Sarah Hill, Kevin Kelsey, Emily Pickell
Edwardsville: Frank Buckingham, Linda McDonnell, Josh Short, Kristy Walker
C.E. Brehm: Karen Bounds, Tammy Krouse
ISL: Ann Chandler, Kristi Lear
Zoom: Jenna Griffith

Board Members Absent:
Ryan Johnson

Other Attendees and Guests:
Carbondale: Troy Brown, Casey Parr, Anna Yackle

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!
Approve November 28, 2023 Minutes
Corrections noted to the draft November 28, 2023 minutes (Attachment 3.1).

A motion and a second were made to approve the minutes with two corrections (the Vice President opened the meeting instead of the President, discussion of proposed changes to FY2024 Draft IHLS Bylaws). Motion carried by roll call vote. Karen Bounds- yes, Loretta Broomfield- yes, Frank Buckingham- yes, Ann Chandler- no, Sarah Hill- yes, Kevin Kelsey- yes, Tammy Krouse- yes, Kristi Lear- ISL, Linda McDonnell- yes, Emily Pickell- yes, Joshua Short- yes, Kristy Walker- yes.

The draft shared at tonight’s board meeting was discussed first with the Executive Committee at their meeting earlier this month. During discussion it was stated the most significant change in the proposal impacts IHLS board committees. The FY2024 DRAFT IHLS Bylaws will be approved at the board meeting in January 2024.

Approve Director & Staff Activity Report
No discussion.

A motion and second were made to accept the activity report (Attachment 4.1). Motion carried unanimously by roll call vote.

Acceptance of November Bills 2023
No discussion.

A motion and second were made to accept the November 2023 bills (Attachment 5.1). Motion carried unanimously by roll call vote.

Acceptance of December Bills 2023
A comment regarding staff member participation in professional conferences. No discussion.

A motion and second were made to accept the December 2023 bills (Attachment 6.1). Motion carried unanimously by roll call vote.

December 2023 Financial Report
The Finance Director shared the following report. (Attachment 7.1)

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. IHLS has received $335,000 or 48.78% of the CMC grant funds and $84,266 or 50% of the OCLC grant funds. IHLS has received reimbursement for the first quarter expenditures of $59,084.15 for the iLEAD LTT grant.
- IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) application at the level of $3,919,852.02. IHLS has received $3,464,159.81 or 88.37% of the FY2024 SAPG.
**December 2023 Financial Reports**
The financial reports included in your board packet represent IHLS’ financial activities through December 31, 2023.

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 December 31, 2023, the target benchmark of the remaining budget should be 50% for all budget line items.

Any items under the target benchmark have been noted with an explanation as to what is included in those expenditures at the bottom of each Statement of Revenue and Expenditure statement.

**Statement of Revenues and Expenditures**

**General Fund**
Total Revenues Year to Date (YTD Actuals) are above YTD Budget by 73.3%. Total Expenses YTD Actuals are below YTD Budget by 11.3%.

**SHARE**
Fees for Services and Materials YTD Actuals of $1,416,462.98 represents 91.2% of the projection in the FY2024 budget. As of December 31, 2023, 99.6% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 5.6%.

**Balance Sheets**

**General Fund**
Cash and Cash Equivalents as of December 31, 2023, the General Fund cash balance was $7,176,942.60. This balance would fund IHLS General Fund operations for an estimated 17.7 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and the iLEAD LTT grant for an estimated 16.7 months.

**SHARE**
Cash and Cash Equivalents As of December 31, 2023, the SHARE cash balance of $2,650,552.39 represents $1,052,561.87 of SHARE Reserve Funds, $88,320.97 of Committed Funds for eBooks Cloud Subscription purchases, and $1,509,669.55 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 8.3 months based on the FY2024 operations budget.

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

**FOIA Update**
SmartProcure is submitting a commercial FOIA request to the Illinois Heartland Library System for any and all purchasing records from 10/1/2023 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
The request was filled within the time allowed.

**OMA Update**
None

**Public Comment**
None

**Illinois State Library Report**
A letter was sent to academic, public, schools, and special libraries about Public Act 103-0100 legislation designed to protect the freedom of libraries to acquire materials in Illinois. This new law will require each Illinois library that receives State grants to establish an anti-censorship policy. Specifically, it says that those libraries will only be eligible for State grants if they either "adopt the American Library Association's Library Bill of Rights" or "develop a written statement prohibiting the practice of banning books or other materials within the library or library system."

FY2024 Per Capita Grant applications are due January 30, 2024.

There was a Project Next Generation (PNG) after school program discussion with Kate Kite was very informative. There are 17 new sites interested in the program.

**Communication**
Two new staff members were introduced, Traci Wadsworth, Senior Accountant and Laura Flessner, Operations Manager. Board members were invited to attend a joint board meeting with the Reaching Across Illinois Library System (RAILS) board of directors on April 30, 2024 at Bloomington Public Library.

**IHLS Triennial Membership Survey**
The Marketing Administrator shared highlights from the IHLS Triennial Membership Survey.

**Member Day 2024 Update**
The Membership Assistant shared an update on the 2024 Member Day activities.

**IHLS Board Learning – Elections Process**
The executive assistant shared a presentation outlining the elections process.

**Staff Report**
**Staff Update**
No discussion.

A motion and second were made to approve the Staff Update (Attachment 13.1). Motion carried unanimously by roll call vote.

**Secondary Employment – IHLS Staff**
None

**Personnel**
None

**Committee Reports**
**Executive**
The committee met and the board president recommended Kevin Kelsey as treasurer to fill the vacancy of a board member who resigned.
Budget and Finance
The committee held a routine meeting.

Policy and Membership
The committee did not meet.

Facilities and Operations
The committee did not meet.

Personnel
The committee did not meet.

Advocacy and Education
The committee did not meet.

Nominations
The committee met, and Attachment 14.1 outlines the meeting.

Partnership Reports
Association of Illinois School Library Educators (AISLE)
No report.

Illinois Library Association (ILA)
Candidates were recently announced for the next ILA Board. Several candidates are in the IHLS service area.

Illinois State Library Advisory Committee (ISLAC)
No report.

Unfinished Business
FY2024 IHLS Draft Bylaws
IHLS legal counsel reviewed all questions raised by members regarding the proposed changes, and the response was shared with the board. Attachment 16.1 includes questions and responses.

A motion and a second were made to amend the Bylaws as stated, including an effective date of July 1, 2024, and clarifying language as per 5 ILCS 120/2.01 in Article VI, Section 9 (Board of Directors, Attendance of Board Members). 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, Josh Short – yes, Kristi Walker.


New Business
Open Board Position
Anita Biver from Crab Orchard Public Library has agreed to fill the vacant public library trustee board position.
Appoint Kevin Kelsey IHLS Board Treasurer
No discussion.

Destruction of Closed Session Recordings February 16, 2010 – June 21, 2022

Review of Closed Session Minutes May 23, 2023
Linda McDonnell reviewed closed session minutes from May 23, 2023.
A motion and second were made to keep May 23, 2023 minutes closed. Motion carried by roll call vote. A motion and second were made to amend the Bylaws to be in effect as of July 1, 2024. 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, Josh Short – yes, Kristi Walker - yes.

Agenda Building
No discussion.
A motion and a second were made to add the following items for future agenda: the destruction of closed session minutes, a recommendation to approve closed session minutes, and the appointment of Anita Biver to the vacant board seat. Motion carried unanimously by roll call vote.

Public Comment
None

Announcements
None

Adjournment
Adjourned at 6:21 p.m.