EXECUTIVE COMMITTEE MEETING MINUTES
February 13, 2024
Time: 3:00 p.m.

Call to Order
Karen Bounds called the meeting to order at 3:03 p.m.

Roll Call
Committee Members Present: Karen Bounds, Linda McDonnell, Tammy Krouse
Committee Members Absent: Kevin Kelsey, Josh Short
Other Attendees & Guests: Leslie Bednar, Stacie Bushong

Public Comment
None

Approval of January 9, 2024 Minutes
No discussion.

A motion and second were made to approve the January 9, 2024 minutes (Attachment 4.1). Motion Carried unanimously by roll call vote.

SHARE Update
SHARE members approved the fee increase by an overwhelming margin. Because of how the organization was built, the SHARE Bylaws require that most members participate in the vote. Work continues with the 2nd Aspen Cohort, and we can apply what we learned from working with the 1st cohort.

Administrative Updates
Accounting and Human Resources
Both departments continue to modify the Paylocity platform to work for all staff. The finance team has begun working on the beginning steps of our FY2025 budget, which is one-half of our System Area and Per Capita Grant (SAPG). The draft will be shared with the committees and the board in April. One recent update on the HR side of Paylocity is the ability to use it for end-to-end hiring, including no fees for posting positions, tracking applicants, a database of interview questions and scores, and onboarding.

IT
Troy Brown’s work with broadband for Illinois libraries continues. The coalition recently posted another
open letter on [Broadband for Libraries](#) in response to the Illinois Digital Equity Plan and is working with libraries across the state on the Broadband Equity, Access, and Deployment (BEAD) Map Challenge process. The full-stack developer position will be filled internally, and a new colleague for data analyst has been hired. Both will be shared with the board in the February meeting packet.

**Facilities and Operations**
Staff just concluded site visits with all 4 companies intending to bid on the Automated Materials Handling System (AMHS) project. In addition, the consultant was able to visit two agencies to see their equipment in action (Champaign Public Library and the St. Louis County Public Library.) Staff are working with the Consortium of Academic and Research Libraries in Illinois (CARLI) on a new Illinois Delivery Services (ILDS) contract for FY2025 and the following 4 years. Year One will continue as is, and staff are working with CARLI, GeoMARC, and the Illinois State Library (ISL), toward some changes for years two to five.

**Membership and Grants**
Work continues with Year 2 additions to the iLEAD Trustee training portal, as well as training scheduled at many locations across the state. Staff continues to be pleased with the feedback from IL trustees. Staff and members gathered on February 8 for the 10th annual Member Day celebration. With the theme of Libraries, the Heart of the Community, up to 9 professional development hours to school library staff were offered and a handful of tracts for attendees. In 2024, there was record breaking attendance with well over 350 library staff.

**Administration**
The other half of the SAPG, the operational plan and supporting documentation began in earnest today with an in-person meeting of contributing staff. Staff continues to refine plans for the joint library system board meeting on April 30 and have invited colleagues from the Illinois State Library and the Chicago Public Library System.

**Open Meeting Act Compliance**
There was discussion about changes to the format of meeting minutes to ensure IHLS is fully compliant with OMA.

**Committee Updates**

**Advocacy**
Discussed the first item under New Business.

**Budget and Finance**
The committee met and held a routine meeting. There was a question posed about the Southwest Advocates for Youth Services (SWAYS).

**Facilities and Operations**
The committee met, held a routine meeting, and discussed items under new business.
Membership and Policy
The committee met and discussed the membership of two applicants.

Personnel
The committee did not meet.

Nominating
Due to a low number of applicants for election nominees, the deadline to apply has been extended to February 21, 2024.

Unfinished Business
Open Board Position
Chastity Mays (Carbondale Public Library) will fill the open position and finish the term.

New Business
Update on Public Library Compliance with PA 103-100
System staff have been collaborating with a member library to assist them with Public Library Compliance with PA 103-100.

Edwardsville Parking Lot Request for Proposal
The committee reviewed the Edwardsville Parking Lot Request for Proposal (Attachment 10.1).

FY2024 Budget Amendment
No discussion (Attachment 10.2).

Edwardsville Tuckpointing Request for Proposal
No discussion (Attachment 10.3)

Vehicle Surplus
The surplus items will be posted on 32 Auctions. They were offered to the Illinois State Library first, then members will get the opportunity to bid (Attachment 10.4).

February Board Agenda
Members discussed topics for the agenda.

Public Comment
None

Announcements
None

Adjournment
Adjourned at 3:51 p.m.