EXECUTIVE COMMITTEE MEETING MINUTES
March 12, 2024
Time: 3:00 p.m.

Call to Order
Karen Bounds called the meeting to order at 3:00 p.m.

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

Public Comment
None

Approval of February 13, 2024 Minutes
No discussion.

A motion and second were made to approve the February 13, 2024, minutes. Motion carried unanimously by roll call vote.

SHARE Update
The SHARE team is working on FY2025 budget proposals, a second Aspen cohort implementation, and the SHARE annual agreements for members.

Administrative Updates
Accounting and Human Resources
The Finance team is working with departments on the FY2025 budget and forecasting for FY2024 end-of-year estimates in each fund.

The HR team posted the Energage employee satisfaction survey on March 4—the survey closes in one month. In addition, they are continuing recruitment to ensure IHLS is fully staffed, while developing the FY2025 budget proposals, and proceeding with the Paylocity HRIS (Human Resources Information System) implementation.

IT
The BEAD (Broadband Equity Access and Deployment) grant challenge window is open. Troy

Attachment 4.1
Brown is working closely with Anna Claussen from the Illinois Secretary of State’s Office to ensure libraries are included accurately throughout the state. The IT team is busy getting two new hires up to speed so they can work on projects independently as soon as possible.

**Facilities and Operations**
Staff are working to complete FY2025 budget proposals and continue working on the Automatic Material Handling System details should the Requests for Proposals (RFP) return favorably.

**Membership and Grants**
The membership team is working on parts of the FY2025 System Area and Per Capita grant application, including organizing travel proposals for the year. Staff also continues to work on the implementation of the iLEAD trustee training portal year two, including working with three new authors in the trustee space.

**Administration**
Work continues on the FY2025 Operational Plan and more detailed planning for the joint IHLS/RAILS board meeting. In addition, preliminary work is being done on the proposal for a strategic (three-year) plan in 2024.

**Open Meeting Act Compliance**
None

**Committee Updates**

**Advocacy**
The committee did not meet; a written update was sent to the committee.

**Budget and Finance**
The committee met and held a routine meeting in addition to recommending bill passage.

**Facilities and Operations**
The committee did not meet.

**Policy and Membership**
The committee met and discussed membership withdrawals and other membership topics.

**Personnel**
The committee did not meet.

**Nominating**
The ballot will be distributed on March 15 and closes on April 15. The committee will provide recommendations on improving the process. A suggestion was made to make sure contact lists don’t include current board members.
Unfinished Business
Open Board Position
The position will not be filled because it’s not fair to ask someone to sit on the board for such a brief time and vote on topics when they have not been involved in the discussions leading to a vote.

New Business
FY2025 Budget and Operational Plan Timeline
The committee reviewed the FY2025 Budget and Operational Plan Timeline.

IHLS 2024 Strategic Planning
Committee members reviewed the process for the IHLS 2024 Strategic Planning.

March Agenda
The committee discussed topics for the agenda.

Public Comment
None

Announcements
None

Adjournment
Adjourned at 3:39 p.m.