



EXECUTIVE COMMITTEE MEETING MINUTES

June 18, 2024
Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:05 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 May 14, 2024 Minutes

No discussion.

A motion and second were made to approve the May 14, 2024 minutes ([attachment 4.1](#))
Motion Carried unanimously by roll call vote.

SHARE Update

SHARE welcomed John Kirchner, a new team member. With a few new team members, it is a great time to review our workflow. The department is also working on another phase of the Aspen project, establishing procedures to sideload MARC records from third-party vendors. Lastly, we were excited to welcome Cumberland High School, a new member. Potomac Public Library District has also gone live.

Administrative Updates

Accounting and Human Resources

Accounting staff has been preparing for the year-end close by ensuring all expenses are recorded and billing and payment receipts are entered. We received the billing list for the FY2025 OCLC group services and will be working with the state library on the agreements that they recently sent out by answering questions from member libraries.

Human Resources

HR is working on Driver License checks for risk assessment, searching for a new HR Coordinator,

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reviewing and revising Operations job descriptions with the Operations team, SHARE job description edits, and Illinois Library Associations (ILA) proposals for the 2024 annual conference. At the 2024 conference, our HR staff will participate in 3 sessions.

IT

The surprise technology grant was great and has consumed some unexpected time. The IT team put together a list of specifications for hardware and networking and set up the Q&A for grant winners statewide. The fiscal year end also involves making sure money is spent in certain funds. There are many projects going on around IHLS and SHARE, and our IT colleagues are trying to offer support the best they can.

Facilities and Operations

Operations staff have been working on getting the Automated Materials Handling System (AMHS) internal timeline detailed and reviewing our list of topics/questions about the AMHS. The team is also working to prepare for the new Driver/Sorter floater position in the Edwardsville hub, sending out library law books, coordinating Edwardsville parking lot repairs, and inviting/reviewing bids for the barcode duplicator kits.

Membership and Grants

The membership team's biggest project is the work done in the last two weeks on the technology grant. Staff are confident everything will be submitted on time and are happy to assist.

Administration

The admin team is working with the strategic planning consultants to establish a firm project calendar and is preparing for the focus groups and one-on-one sessions. In addition, staff started on the FY2024 Annual Report and coordinated the technology grant support with the Illinois State Library and the Reaching Across Illinois Library System.

Open Meeting Act Compliance

None

Committee Updates

Budget and Finance

The committee met and held a routine meeting in addition to discussing items later on this agenda.

Membership and Policy

Committee did not meet.

Facilities and Operations

The committee met and held a routine meeting in addition to updates on the delivery guidelines, GeoMARC route analysis, and information on the ILDS contract and delivery survey.

Personnel

The committee met and reviewed operations job descriptions, a driver/sorter job description and the 2024 Top Workplace survey results.

Advocacy and Education

Committee did not meet.

Unfinished Business

Board Officer Nomination Committee

All officers who are eligible to return are willing to run in addition to two members interested in the secretary position.

Open Board Position

The board president has three people in mind to contact and needed to verify eligibility first.

Executive Director Annual Evaluation

A motion and second were made to enter closed session. Motion carried unanimously by roll call vote. Entered closed session at 3:12 p.m.

A motion and second were made to enter open session. Motion carried unanimously by roll call vote. Entered open session at 3:46 p.m.

June Board Meeting

The committee discussed topics for the June board meeting agenda ([attachment 11.1](#)).

New Business

Salary Grade Updates

The last Salary Grade Updates ([attachment 10.1](#)) were made two years ago, and HR Source has recommended reviewing them annually.

Barcode Duplication Kit Competitive Bids

No discussion.

A motion and second were made to move the Barcode Duplication Kit Competitive Bids ([attachment 10.2](#)) to the full board for recommendation. Motion carried unanimously by roll call vote.

New Board Member Orientation

Orientation will be held on July 17 at the Hillsboro Public Library.

July Executive Committee Meeting

The July meeting will be moved to July 16 at 3:00 p.m.

FY2024 Capital Projects Update

No discussion.

The executive director reported the parking lot project came in at a higher cost than originally anticipated due to water damage below the surface. Therefore, tuckpointing will not be done in this fiscal year as originally planned.

Public Comment

None.

Announcements

None.

Adjournment

Adjourned at 4:07 p.m.