



BOARD OF DIRECTORS MEETING MINUTES

June 25, 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

3.1	Appoint Matthew Greider as a Library Trustee Representative	Roll Call - Carried
4.1	Approve the May 28, 2024 Minutes	Roll Call - Carried
5.1	Approve the Director and Staff Activity Report	Roll Call - Carried
6.1	Accept the May 2024 Bills	Roll Call - Carried
7.1	Accept the May 2024 Financial Reports	Roll Call - Carried
13.1	Approve the Staff Report	Roll Call - Carried
16a	Approve the Executive Director contract except section 3A	Roll Call - Carried
17.1	Approve the Salary Grade Updates	Roll Call - Carried
17.2	Approve the Barcode Duplication Kit Bid	Roll Call - Carried

Call to Order

Karen Bounds called the meeting to order at 5:01 p.m.

Roll Call

Board Members Present:

Champaign: Sarah Hill

Edwardsville: Karen Bounds, Frank Buckingham, Ryan Johnson, Tammy Krouse, Linda McDonnell, Josh Short

ISL: Ann Chandler, Kristi Lear

Zoom: Loretta Broomfield, Kristy Walker, Emily Pickell

Board Members Absent:

Jenna Griffith, Chastity Mays

Other Attendees and Guests:

Carbondale: Ellen Popit

Champaign: Pam Thomas

Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee, Katherine Krouse, Jill Trevino

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

ISL: Greg McCormick

Zoom: Jennifer Baugh, Kim Dykstra, Laura Flessner, Leah Gregory, Shirley Paden, Casey Parr, Cassandra Thompson, Michael Treece, Anna Yackle

Appoint New Board Members

No discussion.

A motion and second were made to appoint Matthew Greider from Effingham Public Library as a public library trustee ([Attachment 3.1](#)). Motion carried unanimously by roll call vote.

Approve May 28, 2024 Minutes

Members discussed the May 28, 2024 meeting minutes ([Attachment 4.1](#)) and Robert's Rules.

A motion and second were made to approve the May 28, 2024 minutes. Motion carried by roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – yes, Ann Chandler – no, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Kristy Walker - yes

Director and Staff Activity Report

No discussion.

A motion and second were made to approve the Director and Staff Activity Report ([Attachment 5.1](#)). Motion carried unanimously by roll call vote.

Acceptance of May Bills 2024

No discussion.

A motion and second were made to accept the May Bills 2024 ([Attachment 6.1](#)). Motion carried unanimously by roll call vote.

2024 Financial Report

The Finance Director shared the following report. There was no further discussion.

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 100% of the CMC and OCLC grant funds. IHLS has received reimbursement for the first, second, and third quarter expenditures of \$196,293.95 for the iLEAD LTT grant.

IHLS received the remaining grant funds for CMC and the 3rd quarter expense reimbursement for iLEAD LTT grants in May. All special revenue grants are expected to expend their grant funds except CMC. Approximately \$20,000 will remain unspent in CMC for their 2-year grant that totaled \$1,327,173. The unspent funds will be returned to ISL in July.

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 100% of the FY2024 SAPG.

May 2024 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 May 31, 2024, the target benchmark of the remaining budget should be 8% for all budget line items. Any items that are less than that percentage are noted with an explanation of what is included in those expenditures at the bottom of the statement of revenue and expenditures.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD Actuals) are above YTD Budget by 13.0%. Total Expenses YTD Actuals are below YTD Budget by 10.5%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,550,826.38 represents 99.8% of the projection in the FY2024 budget. As of May 31, 2024, 99.1% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 7.3%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of May 31, 2024, the General Fund cash balance was \$5,517,194.38. This balance would fund IHLS General Fund operations for an estimated 13.6 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and the iLEAD LTT grant for an estimated 12.9 months.

SHARE

Cash and Cash Equivalents As of May 31, 2024, the SHARE cash balance of \$2,353,101.64 represents \$1,067,998.45 of SHARE Reserve Funds, \$46,789.27 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,238,313.92. Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 6.8 months based on the FY2024 operations budget. Transfer of \$350,000 from IHLS to SHARE was completed in May.

A motion and second were made to accept the May 2024 Financial Report ([Attachment 7.1](#)). Motion unanimously by roll call vote.

Freedom of Information Act (FOIA) Update

Mk Solutions submitted a request in response to the Request for Proposal (RFP) for providing automated materials handling systems (AMHS) and related services for the Illinois Heartland Library System (IHLS). The response was fulfilled in the time allowed. There was no further discussion.

Open Meetings Act (OMA) Update

None

Public Comment

None

Illinois State Library Report

No report.

Communication

Edwardsville Parking Lot Update

The Delivery and Facilities Director shared an overview of the parking lot improvements in Edwardsville.

Illinois State Library Technology Grants

In early June, the Secretary of State and the Illinois State Library announced 113 public libraries were the recipients of Technology Grants. Awards were based on Equalization Aid and the poverty level of the community served. IHLS responded quickly to this opportunity for 63 members by reaching out to all members via an email list, answering questions, and organizing a statewide Q and A session with colleagues from the Reaching Across Illinois Library System (RAILS) and the Illinois State Library.

2024 Top Workplaces

IHLS was selected for the third year in a row as a Top Workplace by the St. Louis Post-Dispatch. Companies are chosen based on results from a staff engagement survey.

Staff Report

Staff Update

The executive director reviewed the report ([Attachment 13.1](#)), and explained salary increases are based on an employee completing education or certifications related to job title.

A motion and second were made to approve the hiring of two new sorters. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

Executive

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

Budget and Finance

Committee met and held a routine meeting in addition to discussing the pay grade updates and Edwardsville parking lot.

Policy and Membership

The committee did not meet.

Facilities and Operation

The committee met and heard information on the GeoMark analysis, delivery update and the Illinois Library Delivery Service (ILDS) contract.

Personnel

The committee met and discussed the salary grade updates.

Advocacy and Education

The committee did not meet.

Partner Reports

Association of Illinois School Library Educators (AISLE)

Members spoke at the May ISLAC meeting to discuss their ongoing work on supporting school libraries. The task force is soliciting assistance from teachers unions. IHLS staff are preparing an FAQ page about Public Act 103-100. The 2024 school symposium scheduled for September 25 is well underway with robust programming planned.

Illinois Library Association (ILA)

The new year begins on July 1 and Amy Byers will take over as board president.

Illinois State Library Advisory Committee (ISLAC)

During the May 30 meeting, the committee had a long discussion regarding school librarian advocacy work, an overview of the iLEAD Trustee Training Portal, an update on the Public Library Court Access project, and an update on the state budget for FY2025.

Unfinished Business

Executive Director Annual Evaluation

A motion and second were made to enter closed session to discuss executive director's evaluation and contract per 5 ILCS 120 § 2(c)(1). Motion carried unanimously by roll call vote. Entered closed session at 5:33 p.m.

A motion and second were made to return to open session. Motion carried unanimously by roll call vote. Entered open session at 6:16 p.m.

The board discussed the Executive Director 5-year contract, to be reviewed by IHLS employment law counsel regarding escalation of compensation.

A motion and second were made to approve the executive director 5-year contract with the exception of section 3A pending legal review. Motion carried unanimously by roll call vote.

Board Officer Nomination Committee

Karen Bounds has agreed to continue as board president, Linda McDonnell has agreed to continue as vice-president, Sarah Hill has agreed to continue as treasurer. Ann Chandler and Ryan Johnson are interested in running for the secretary position.

2024 IHLS Strategic Planning

Work with the Alliance for Library Impact (ALI) is beginning to take shape. To date, invitations have been sent to IHLS members and stakeholders to participate in one-on-one interviews with one of the ALI team. Many public library directors have been invited to participate in a public library focus group held either July 16 or July 17. The Strategic Planning team meets for the first time June 26. Upcoming activities include a survey to be completed by all of IHLS stakeholders and an in-person retreat with the IHLS Board, which is scheduled for Tuesday, September 24 at the Effingham Public Library. Since this is also a board meeting day the tentative plan is to begin the retreat around noon with a boxed lunch, hold

the three-hour retreat with the ALI team, and end with time for members to prepare to attend the board meeting in Effingham or return to their regular attendance location before 5:00 p.m.

New Business

Salary Grade Updates

No discussion.

A motion and second were made to approve the Salary Grade Updates ([Attachment 17.1](#)). Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – yes, Ann Chandler – no, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Kristy Walker – yes

Barcode Duplication Kit Competitive Bid

No discussion.

A motion and second were made to approve the Barcode Duplication Kit Competitive Bid ([Attachment 17.2](#)). Motion carried unanimously by roll call vote.

New Board Member Orientation

Orientation for new IHLS Board Members is scheduled for July 17 at the Hillsboro Public Library. This will include any members joining the board in July.

July-August Committee & Board Meeting Dates

Finance and Executive Committee meetings for July have been adjusted. The dates for August are based on those established by the committees at the beginning of FY2024. There are board officer elections at the July board meeting, and the new board president will select members for committees and those assignments are approved at the August board meeting ([Attachment 17.3](#)).

Recognition of Retiring Board Members

IHLS has made contributions in their honor to the Illinois Library Association. Jenna Griffith served as a School Library Representative for three years. Tammy Krouse joined the board as a School Library Representative five years ago. Chastity Mays agreed to step up and help us this fiscal year as a Public Library Trustee Representative, she previously served on the board for three years. The board president thanked them for their time and service to IHLS member libraries.

Agenda Building

Members discussed topics for the July board meeting agenda.

Public Comment

None

Announcements

Reminder to send the executive assistant sexual harassment training verification.

Adjournment

Adjourned at 6:29 p.m.