



Illinois Heartland Library System

BOARD OF DIRECTORS MEETING MINUTES

May 22, 2018

5:00 pm

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900

Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216

Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464

Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

3	Approve the May 22, 2018 Consent Agenda with April 26, 2018 Minutes removed.	Carried
3.a	Approve corrected April 26, 2018 Minutes	Carried
4	Accept the April Bills	Roll Call – Carried
5	Accept the Financial Reports	Carried
10.a	Accept Staff Update	Carried
10.b	Approve Secondary Employment	Carried
13.c	Approve FY2019 Budget and Budget Narrative	Roll Call - Carried
14.a	Certify Board Elections	Roll Call - Carried
14.b	Approve Facilities	Roll Call - Carried
14.c	Approve Mine Subsidence Insurance Proceeds	Roll Call - Carried
14.d	Approve IHLS FY2019 Operational Plan	Carried
14.e	Approve IHLS FY2019 Board Meeting Dates	Carried
14.f	Approve IHLS FY2019 Holidays	Carried
14.g	Approve IHLS FY2019 System Attorneys	Carried
	Adjourn	Roll Call - Carried

Call to Order

Sandy West called the meeting to order at 5:02

Roll Call

Board Members:

Carbondale: Sandy West, Tina Hubert

Champaign: Geoff Bant, Bev Obert

Decatur Public Library: Stacey Carter

Edwardsville: Mary Beil, Mary Smith, Sara Zumwalt, Deborah Owen, Robert Paarlberg, Gary Denué

Effingham: Charlene Topel

Illinois State Library: Susan Pennington

Absent excused: Tiffany Droege, Gary Jones

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale: Leslie Bednar, Stacie Bushong, Ellen Popit, Cassandra Thompson, Susan Palmer, Adrienne Elam, Arlanna Fries, Traci Edwards, Shelley Stone, Dominique Granger

Decatur Public Library: Lacey Wright

Edwardsville: Brandon Chapman, Shirley Paden, Rhonda Johnisee, Colleen Dettenmeier

Illinois State Library: Greg McCormick, Debra Aggertt, Rita Stephens, Pat Burg

Tina Hubert motion to move item 14.a (Board Elections) ahead in the agenda. Stacey Carter second. Motion carried.

Consent Agenda

Stacey Carter requested the April minutes to be removed from the consent agenda for correction.

Sara Zumwalt motion to accept consent agenda with the April minutes removed. Mary Smith second. Motion carried.

Susan Pennington motion to accept corrected minutes. Tina Hubert second. Motion carried.

Sandy West – yes, Geoff Bant – yes, Sara Zumwalt – yes, Mary Beil – yes, Stacey Carter – yes, Gary Denué – yes, Tina Hubert – yes, Deb Owen – yes, Robert Paarlberg – yes, Susan Pennington – yes, Mary Smith – yes, Charlene Topel – yes, Bev Obert - abstain.

Approval of April Bills

Sara Zumwalt motion to accept April bills. Gary Denué second. Motion carried unanimously by roll call vote.

Financial Reports

Adrienne Elam apprised the board that, having completed the 10th month of the fiscal year (April), all budget lines should be at 17% remaining funds. The exception is the Personnel line which should be at 19% at this point in the fiscal year.

Tina Hubert motion to accept financial reports. Sara Zumwalt second. Motion carried.

FOIA Update

None

Open Meetings Act

None

Public Comment

None

Communication

Leslie Bednar shared that board member Tiffany Droege had a baby boy. IHLS received a Thank You from Ryan Franklin, the Chair of Reaching Forward South, for our financial donation and staff assistance. Also, happy to announce the Illinois Heartland Library System received an allocation in the amount of \$1,095,500.01 as part of our FY2018 System Area & Per Capita Grant award. She also shared an article

regarding a challenge to a reading of “Justice Makes a Difference: The Story of Miss Freedom Fighter, Esquire.” The book was part of a children’s program at the O’Fallon Public Library.

Staff Report

Staff Update

Tina Hubert motion to accept the promotion of Ellen Popit to Associate Director. Charlene Topel second. Motion carried.

Secondary Employment

Bev Obert motion to approve the secondary employment report. Tina Hubert second. Motion carried.

Personnel

None

Illinois State Library Report

Greg McCormick shared the FY2019 budget process is in progress. We are optimistic that library funding will remain at current levels. Looking forward to receiving the System and Area Per Capita Grant applications from the systems. The week of June 4 – 8 the Illinois State Library will be hosting Directors University. In September the library will host a reception for the Association for Rural and Small Libraries (ARSL) annual conference in Springfield.

Committee Reports

Executive

Sandy West reported a routine meeting and discussed items to be later in this agenda. Announced Mary Beil will chair the board officers nominating committee.

Finance

Sandy West reported a routine meeting. Reviewed proposed FY2019 budget and facilities to be discussed later in this agenda.

Membership & Policy

Ellen Popit reported no meeting held.

Facilities & Operations

Stacey Carter reported a discussion regarding a new location for the Carbondale hub. The committee recommended it be brought to the full board for further discussion.

Personnel

Geoff Bant reported no meeting held. Next meeting scheduled for July 12.

Advocacy

Sandy West reported no meeting held.

Nominating Committee

Lacey Wright presented results of board election under New Business.

Unfinished Business

RAILS Membership Standards

Nothing new to report

IHLS Strategic Plan (2015)

Ellen Popit reported she and her colleagues completed their tour of networking meetings in our service area to get member feedback on the Long Range Plan. Next steps include development of a survey tool.

IHLS FY2019 Budget and Budget Narrative

Sara Zumwalt motion to accept budget and budget narrative. Susan Pennington second. Motion carried unanimously by roll call vote.

New Business

Board Elections

Stacey Carter motion to certify the results of board elections. Mary Beil second. Motion carried unanimously by roll call vote. Returning to the board for a second 3-year term are:

- Tina Hubert (Six Mile Regional Library District, Granite City), Public Library Representative
- Geoff Bant (Urbana Free Library), Public Library Trustee Representative
- Charlene Topel (Effingham Public Library), Public Library Trustee Representative

Joining the board for a first 3-year term are:

- Melanie Allen, (Mount Zion CUSD #3), School Library Representative
- Crystal Slover (Wayne City CUSD #100), School Library Representative

Facilities

Stacey Carter motion to accept the proposal to move the Carbondale facility with a one-year lease. Tina Hubert second. Motion carried unanimously by roll call vote.

Mine Subsidence Insurance Proceeds

Tina Hubert motion to reserve \$87,912.00 in the Capital Projects Fund for needed foundation repairs at the Edwardsville building. Mary Smith second. Motion carried unanimously by roll call vote.

IHLS FY2019 Operational Plan

Bev Obert motion to accept the Operational Plan with changes. Mary Smith second. Motion carried.

IHLS FY2019 Board Meeting Dates

Susan Pennington motion to accept FY2019 board meeting dates. Mary Beil second. Motion carried.

IHLS FY2019 Holidays

Mary Smith motion to accept FY2019 holidays. Charlene Topel second. Motion carried.

IHLS FY2019 System Attorneys

Tina Hubert motion to accept FY2019 system attorneys. Stacey Carter second. Motion carried.

Agenda Building

Items suggested for the June 26 board meeting include: Prevailing Wage rate; recognition for departing board members; annual meeting date; Strategic Plan update; opportunity to meet new Membership Coordinator; Executive Director evaluation process; board officer nomination update.

Public Comment

None

Announcements

Susan Palmer reported the surplus sale in Du Quoin will be held June 14-16. It will be an in-person sale with donations accepted for items. First two days for member libraries only. Third day open to member library staff and guests. Tina Hubert reported a library marketing conference to be held in St Louis in November. It will be shared with IHLS members through communications. Ms. Hubert also shared information on a program that offers incentives to patrons for using their library. Troy Brown shared the OWA application from Microsoft will be discontinued and recommended downloading the app called Outlook to continue to access IHLS email on phone.

Adjournment

Susan Pennington motion to adjourn. Mary Smith second. Motion carried unanimously by roll call vote. Adjourned 7:10 p.m.