



## BOARD OF DIRECTORS MEETING MINUTES

August 25, 2020

5:00 pm

### Zoom due to Shelter-in-Place

3.1	Approve the August 25, 2020 Consent Agenda a. Approval of 2020 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the July 2020 Bills	Roll Call - Carried
5.1	Accept the July 2020 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
13.1	Approve Board Committees	Carried
14.1	Approve the Ethics Commission	Carried
14.2	Approve IHLS Personnel Code, Section IX	Carried
	Adjourn	Carried

### Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

### Roll Call

#### Board Members:

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter (dropped off briefly at 5:58 p.m.), Clay Dean, Tina Hubert, Janet Jenkins, Tammy Krouse, Guadalupe Mejia, Zach Newell, Bev Obert (entered 5:03 p.m.), Jill Shelton, Joshua Short, Charlene Topel, Bill Wagner.

#### Other Attendees:

Leslie Bednar, Troy Brown, Stacie Bushong, Dominique Granger, Rhonda Johnisee, Shirley Paden, Susan Palmer, Julia Pernicka, Ellen Popit, Rita Stephens, Cassandra Thompson, Anna Yackle.

### Consent Agenda

Karen Bounds motioned to accept the consent agenda. Frank Bandre seconded. Motion carried.

### Acceptance of Bills July 2020

Bev Obert motioned to accept the July 2020 bills. Tammy Krouse seconded. Motion carried unanimously by roll call vote.

### July Financial Reports

Rhonda Johnisee reported, as of July 31, 2020, the target benchmark of the remaining budget should be 92% for all budget line items. "General Fund YTD Actuals" are below "YTD Budget" by 92.6%, which is

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primarily due to not having received any of the FY2021 SAPG approved allocation. Total Expenses "YTD Actuals" are above "YTD Budget" by 6.5%. SHARE "YTD Actuals" \$1,305,091.96 represents 94.4% of the projection in the FY2021 budget. As of July 31, 2020, 24.2% of the \$1,305,091.96 has been collected. Total Expenses "YTD Actuals" are above "YTD Budget" by 101.4%. The General Fund cash balance was \$2,501,103.33. This balance would fund IHLS General Fund operations an estimated 7.4 months based on the FY2021 approved expenditure levels. The balance would fund General and Special Revenue Funds operations approximately 6.6 months. The Grants Receivable reflects the remaining balance due from the FY2020 SAPG. SHARE cash balance of \$1,883,896.84 represents \$880,985.73 of SHARE Reserve Funds, \$66,860.25 of Committed Funds for eBooks Cloud Subscription purchases, and \$936,050.86 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.8 months based on the FY2021 operations budget.

Tina Hubert motioned to accept the July 2020 Financial Report. Josh Short seconded. Motion carried.

**FOIA Update**

None

**OMA Update**

None

**Public Comment**

None

**Communication**

Leslie Bednar reported staff are compiling components for the FY2020 annual report and will be sharing the two primary components, the audit and narrative, with the board in September. The board will receive a survey regarding board communication preferences. The goal is to begin the board year on the same page regarding expectations. The go-live date for the L2 database is expected to be early September and the board will be kept updated.

Susan Palmer shared information about the Delivery Member Advisory group that was formed to help IHLS delivery staff give the best service possible to members. An internal task force was also created to help disseminate COVID-19 information as it came in, with a goal of making things as safe as possible for IHLS staff and member libraries. She shared a PowerPoint presentation to explain the process that was created because of the advisory group and task force recommendations.

**Staff Report**

Staff Update

Tina Hubert motioned to accept the staff report. Josh Short seconded. Motion carried.

Secondary Employment

None

Personnel

None

## **Illinois State Library Report**

Rita Stephens reported the System Annual Report information has been emailed to the library systems. Applications are due September 30.

The State Library has announced three targeted grant offerings using the federal CARES Act funds provided by the Institute of Museum and Library Services. The Personal Protective Equipment (PPE) for Illinois Public Libraries Grant is only open to eligible public libraries for \$500 per building to clean the library or purchase PPE to prevent the spread of COVID-19. The Digital Network Access Illinois Libraries Grant for eligible public, school, and community college libraries for up to \$10,000 is to improve the capacity of libraries to provide internet for their patrons. The E-Books Grant is limited to the library systems and CARLI to purchase up to \$125,000 in E-books on behalf of their member libraries.

Other grant offerings currently open include, the Back to Books Grant for eligible public and school libraries for up to \$4,900 to purchase books in any format, any genre to support the needs of their communities or students. The School District Library Grant applications are coming in from schools. All eligible libraries have received a letter from Secretary White confirming their eligibility for Public Library Construction Act Grant Program followed by conversations with State Library Consultants on subsequent requirements.

## **Committee Reports**

### Executive

Stacey Carter reported the committee met and held a routine meeting in addition to discussing the Personnel code and Edwardsville building remodel.

### Budget and Finance

Bill Wagner reported the committee met and held a routine meeting. The next meeting is scheduled for September 14 at 1:00 p.m.

### Policy and Membership

Tina Hubert reported the committee did not meet.

### Facilities and Operations

Bill Wagner reported the committee met and held a routine meeting and reviewed the Request for Proposal (RFP) for updates to the Edwardsville building. The next meeting is scheduled for September 8, 3:30 p.m.

### Personnel

Josh Short reported the committee did not meet.

### Advocacy and Education

Stacey Carter reported the committee did not meet.

## **Unfinished Business**

### Board Committees

Josh Short motioned to approve the committee appointments. Bill Wagner seconded. Motion carried.

## **New Business**

### Public Comment Policy Procedure

Leslie Bednar explained the Public Comment Policy Procedure and shared where it can be found on the IHLS website.

### Ethics Commission

Bev Obert motioned to accept the Ethics Commission appointees. Bill Wagner seconded. Motion carried.

### IHLS Personnel Code Review, Section IX (First Reading)

Bill Wagner motioned to approve the IHLS Personnel Code Review, Section IX. Karen Bounds seconded. Motion carried.

### Edwardsville Building Improvements

Stacey Carter tabled this item for a future meeting.

## **Agenda Building**

During the September meeting the auditors will give a presentation. There will be information on the Edwardsville building improvements and 2020 Member Day.

## **Public Comment**

None

## **Announcements**

None

## **Adjournment**

Karen Bounds motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 6:00 p.m.