

**Illinois Heartland Library System****BOARD OF DIRECTORS MEETING MINUTES**

October 24, 2017

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****Morrison-Talbott Library (Waterloo): 215 Park Street, Waterloo, IL 62298, 618-939-6232****Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400**

3	Approve the October 2017 Consent Agenda a. Approval of September 2017 Minutes (with changes) b. Staff Activity Report	Carried
4	Accept the September 2017 Bills	Roll Call – Carried
5	Accept the September Financial Reports	Carried
10.1	Accept the Staff Update	Roll Call – Carried
13.a	Personnel	Roll Call – Carried
13.d	FY2017 Annual Report Narrative Report	Carried
	Adjourn	Roll Call - Carried

Call to Order

-Sandy West called the meeting to order at 5:00 p.m.

Roll CallBoard Members:

Carbondale: Sandy West

Champaign: Bev Obert, Geoff Bant

Decatur: John Phillips, Stacey Carter

Edwardsville: Tina Hubert, Mary Beil, Gary Denué, Mary Smith, Sara Zumwalt, Deb Owen

Effingham: Charlene Topel

Southeastern Illinois College: Gary Jones

Absent excused: Susan Pennington

Other Attendees:

Carbondale: Ellen Popit, Brant Wingerter

Champaign: Linda Kates, Joan Bauer

Decatur Public Library: Robert Edwards

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Edwardsville: Leslie Bednar, Stacie Bushong, Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Julia Pernicka, Susan Palmer

Illinois State Library: Deb Aggertt, Pat Burg, Greg McCormick (exited meeting 6:07 p.m.)

Consent Agenda

Gary Denué motion to approve consent agenda. Deb Owen second. Tina Hubert asked for the September 2017 minutes to be removed. Motion to approve consent agenda carried.

Sandy West asked to change agenda item 13d to an action item. Board approved by voice vote.

Sandy West asked to change item 14c to an action item. Tina Hubert motion to change 14c to an action item. Second by John Phillips. Motion carried by voice vote.

Bev Obert motion to approve September 2017 minutes with corrections. Mary Smith second. Motion carried by voice vote.

September Bills

Question regarding workers' compensation audits.

Sara Zumwalt motion to accept September bills. Tina Hubert second. Motion carried by roll call vote.

Financial Reports

Sara Zumwalt motion to accept September financial reports. Mary Beil second. Motion carried.

Freedom of Information Act (FOIA) Update

None

Open Meetings Act (OMA) Update

None

Public Comment

None

Communication

Leslie Bednar shared a thank you note from Kathy Bloomberg for flowers IHLS sent to congratulate her for being awarded the Hugh Atkinson Award for resource sharing at the October ILA Conference.. Also a thank you note from Lacey Wright for our delivery and staff assistance with Thinking Outside the Barn, especially Susan Palmer for coordinating the effort. Tina Hubert (Six Mile Regional Library District) and Sara Zumwalt (Litchfield Public Library District) shared letters their libraries received sent from RAILS (Reaching Across Illinois Library System) regarding their library standards and asking for volunteers to be beta testers. Both libraries plan to serve as a test site.

Human Resources

Staff Report

Sara Zumwalt motion to approve a new courier to be added to staff. Gary Denué second. Motion carried unanimously by roll call vote.

Secondary Employment

Sara Zumwalt motion to accept two secondary employment requests. Stacey Carter second. Motion carried.

Personnel

None

Illinois State Library Report

Greg McCormick reported Illinois Heartland Library System should have received two payments as part of FY2018 System Area & Per Capita grant funding. ISL has moved forward with planning FY2019 funding as well. The annual report review was delayed and will resume in November. They will look closely at what each system is spending on delivery and resource sharing. Systems were created to promote resource sharing among libraries. Looking to FY2019 the initial draft of budget numbers have been submitted. The Public Library Per Capita application, due by January 15, 2018, are underway. Live and Learn construction grant applications are due January 12, 2018.

Committee Reports

Executive

Sandy West reported a routine meeting of committee recaps. Completed a review of the Executive Director evaluation. Discussion on nominating committee and which seats will be on the FY2019 ballot.

Budget & Finance

Sara Zumwalt reported a routine meeting. The committee will meet again November 9.

Policy & Membership

Tiffany Droege reported the committee did not meet. The committee will meet November 6.

Facilities & Operations

Stacey Carter reported the committee did not meet. The committee meeting will meet November 14.

Personnel

Geoff Bant reported the committee reviewed new position job descriptions. The committee will meet again the first Thursday of November.

Advocacy

Tina Hubert sat in as chair for Sandy West. Geoff Bant reported discussion for possible future work with Laura Huth. For the next meeting focusing on targets for schools and education. The committee will meet again November 7.

Unfinished Business

Personnel

Sandy West asked for a motion to go into closed session. Stacey Carter motion. Charlene Topel second. Entered closed session at 6:07 p.m.

The board asked Leslie Bednar to join the meeting at 6:31 p.m.

Bev Obert motion to return to open session. Deb Owen second. Motion carried. Returned to open session at 6:41 p.m.

Sandy West asked for a motion to increase the salary for the Executive Director. Stacey Carter motion to increase salary of Executive Director by 5%, retroactive to July 1, 2017. Sara Zumwalt second. Question regarding contract for Executive Director. Motion carried by roll call vote.

Yes votes: Geoff Bant, Mary Beil, Stacey Carter, Gary Denué, Tiffany Droege, Tina Hubert, John Phillips, Charlene Topel, Sandy West, Sara Zumwalt

No votes: Bev Obert, Deb Owen

Abstain: Mary Smith

Facilities

Sandy West asked for a motion to go into closed session. Tina Hubert motion to enter closed session. Gary Denué second. Motion carried unanimously by roll call vote. Entered closed session at 6:47 p.m.

John Phillips motion to return to open session. Tina Hubert second. Motion carried. Returned to open session at 6:57 p.m.

IHLS Board Networking Events

The first networking event will be November 28, 4 p.m. at the Illinois State Library.

FY2017 IHLS Annual Report Narrative Report

Sandy West requested a motion to approve the narrative portion of the Annual Report. Tina Hubert motion to accept the narrative report. Charlene Topel second. Bev Obert abstained. Motion carried by voice vote..

Discussion: Libraries and the Search for Real News

Sandy West shared information on checking sources for news before sharing. Ellen Popit reported there will be a speaker on this topic at the December MembersMatter meeting. It was suggested to list information and resources relating to libraries on the website.

New Business

Citation Review Procedure

Leslie Bednar explained the new Citation Review procedure. Board members were provided with an overview of the 13 citations required for the System Area & Per Capita grant. Once board members have read the overview they will sign the acknowledgement form and send to the system for documentation by March 27.

IHLS Closed Session Minutes Procedure

Leslie Bednar reported that a copy will be kept at each location. Each committee chair should retain a copy to use when needed for committee meetings. The board would like to share the procedures and form with member libraries.

Board Member Attendance

Sandy West reported she gave notice to John Phillips for two unexcused board meeting absences in FY2018 via U.S. mail. The Executive committee discussed his absence at the October meeting. Sandy followed up with an email to John Phillips. Sandy requests a motion to act on the absences and gave

John Phillips an opportunity address the board. John Phillips responded, "I will make it when I can". No action was taken and Sandy stated attendance is being monitored.

Agenda Building

Citation review reminder. Update on the closed facilities session. Discussion regarding schools and advocacy. Please submit agenda items by Tuesday before the meeting.

Public Comment

None

Announcement

ISLMA changed their name to The Association of Illinois School Library Educators (AISLE). Sandy West shared that committee meeting dates cannot be listed in L2 too far in advance due to frequent date changes and cancellations. Board meeting dates will be posted in advance since they are preset.

Adjournment

Tiffany Droege motion to adjourn. Mary Beil second. Motion carried unanimously by roll call vote. Adjourned at 7:32 p.m.