



## BOARD OF DIRECTORS MEETING MINUTES

March 23, 2021

5:00 p.m.

### Zoom due to Shelter-in-Place

3.1	Approve the March 23, 2021 Consent Agenda a. Approval of February 23, 2021 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the February 2021 Bills	Roll Call - Carried
5.1	Accept the February 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Roll Call - Carried
10b	Approve Secondary Employment	Carried
	Adjourn	Carried

### Call to Order

Stacey Carter called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell, Bev Obert, Josh Short, Bill Wagner

#### Absent:

Jill Shelton, Charlene Topel

#### Other Attendees:

Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Don Pippin, Ellen Popit, Rita Stephens, Cassie Thompson, Jill Trevino, Anna Yackle

### Consent Agenda

Josh Short motioned to accept the consent agenda. Tammy Krouse seconded. Motion carried.

### Acceptance of Bills February 2021

Tina Hubert motioned to accept the February 2021 bills. Bill Wagner seconded. Motion carried unanimously by roll call vote.

### Financial Reports

Rhonda Johnisee reviewed the Financial Reports.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### **FY2021 Grants Status**

In February, there were no changes to the grant status, but IHLS did receive two grant payments last week. One was the LSTA portion of the FY2021 SAPG and the other was the first reimbursement for the E-book Cares Act Grant for \$64,018.01. These will be reflected in the financial statements included in the next month's board packet.

### **February 2021 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through February 28, 2021. The target benchmark of the remaining budget should be 33% for all budget line items except "Personnel" which should be 35% based on total of 26 payrolls for the fiscal year.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 70.2%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 17.3%.

#### **SHARE**

Fees for Services and Materials YTD Actuals \$1,370,179.87 represents 99.1% of the projection in the FY2021 budget. As of February 28, 2021, 99.1% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 3.9%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents: The General Fund cash balance was \$3,718,743.11. This balance would fund IHLS General Fund operations an estimated 11.1 months based on the FY2021 approved expenditure levels.

#### **Capital Projects Fund**

The \$25,500.49 indicated under Reserve Funds represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

#### **SHARE**

Cash and Cash Equivalents: The SHARE cash balance of \$2,264,421.23 represents \$1,024,078.25 of SHARE Reserve Funds, \$22,520.52 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,217,822.46 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 8.9 months based on the FY2021 operations budget.

Rhonda mentioned that IHLS is experiencing delays in dental, vision, and life insurance invoices since the beginning of the renewal period that started January 1<sup>st</sup>. We are also waiting on some corrections to our health insurance invoices. This could cause the months of operating cash to have a larger change than normal once we get the invoices paid.

**Bill Wagner** motioned to accept the Financial Reports. Bev Obert seconded. Motion carried.

### **FOIA Update**

None

#### **OMA Update**

None

#### **Public Comment**

None

#### **Communication**

##### Reading Colors Your World: Making Your 2021 Summer Reading Program Cheerful & Bright

Ellen Popit reported the Summer Reading co-sponsored by the Illinois Library Association (ILA) and IHLS, was presented by Ashley Stewart from Caseyville and Lindsey Herron from Wood River. There were 151 attendees, 93 from the Reaching Across Illinois Libraries System (RAILS), 57 from IHLS, and one ILA staff member.

##### Library Ethics 101: What Would You Do?

Ellen Popit reported the program had 71 attendees, and featured presenters from the Central Kansas Library System.

##### Sexual Harassment in the Workplace Training

Ellen Popit reported the Hollaback program had 80 attendees. Initial analysis of the financial report indicates that IHLS has come close to breaking even on the cost of the program resulting in a great return on investment (ROI).

#### **Staff Report**

##### Staff Update

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

##### Secondary Employment

Bill Wagner motioned to accept the secondary employment report. Frank Bandre seconded. Motion carried.

##### Personnel

None

#### **Illinois State Library (ISL) Report**

Greg McCormick reported state library staff has moved back to full time in the office. Currently their focus is on programs throughout the state. The American Recovery Act awarded \$4.7 million to libraries in the state. The ISL will be developing tentative plans for spending the funding and will submit to the Institute of Library and Museums Service. It is expected allocations will be made in FY2022. Reminder that Public Library Construction Grant applications are due on April 15<sup>th</sup>. Also, vaccination eligibility in the state has changed to include government employees including library employees and system staff.

#### **Committee Reports**

##### Executive

Stacey Carter reported the board met and covered all items under Unfinished and New Business later in this agenda.

### Budget and Finance

Bill Wagner reported the committee met and held a routine meeting with an update on the Edwardsville building and the new phone system which was forwarded to the Executive committee. In addition, they received an update on the Enterprise Lease contract.

### Policy and Membership

Loretta Broomfield reported the committee met and Ellen Popit gave a report on certification. They also discussed two special libraries, both medical, that will be dropped from membership and three correctional institutions that are interested in membership.

### Facilities and Operations

Bev Obert reported the committee did not have a quorum and were unable to act on agenda items. The two members in attendance received an update from Susan Palmer. The next meeting is April 13<sup>th</sup> at 3:30 p.m. and all members are asked to attend.

### Personnel

Josh Short reported the committee met and received an update on the HR benchmarking project. Also, they reviewed three policy items that will be forwarded to the Executive committee.

### Advocacy and Education

Josh Short reported the committee met and heard updates on school library advocacy efforts. They also heard from Ellen Popit and Diane Foote, Director of the Illinois Library Association (ILA), about the Illinois Library Association Legislative Meet-Ups and legislative proposals.

### Nominating

Leslie Bednar reported the committee met. Currently 108 libraries have completed the voting process in FY2022 elections.

### **Unfinished Business**

#### Edwardsville Building Update

Leslie Bednar reported IHLS staff met with the Color Art planner, designer, and construction manager to review every possible change and item being considered for the 1st floor. The discussion included finishes, furnishings, and layout. Final numbers are anticipated within 7-10 days. This is helpful for two reasons: to determine what is possible this fiscal year and anticipate what components will have to wait until next fiscal year (July 2021). Staff will continue to work with the expectation of providing hard numbers and design information to committees and the board in April.

#### 2021 Board Meetings

Stacey Carter reported the executive committee decided to hold remaining board meetings in FY2021 via zoom (remotely). This will be reevaluated in June.

#### FY2021 Budget and Operational Plan Review

Leslie Bednar reported attachment 13.1 is the written version of where IHLS staff started last month in the FY2022 Operational Plan process.

### **New Business**

#### New Phone System

Leslie Bednar reported the upcoming change to the type of phone system used from an on-premises system to a cloud-hosted system through Microsoft Teams. As a member and customer service issue, this is a high communications priority for the organization. With staff members working from home, it is imperative for members to be able to reach them. Utilizing the Teams system takes better advantage of the Microsoft products currently in use and more fully integrates current office productivity software. Each staff member will have a distinct phone number with the new system.

#### Diversity Policy (First Read)

Josh Short reviewed the policy with board members and reported it has been reviewed by legal counsel. The policy moved from the Personnel committee to the Executive committee and now to the board for consideration. The policy will be presented to membership for comment before returning to the Personnel committee for further evaluation and consideration.

#### **Agenda Building**

The board members discussed topics and agenda items for the April board meeting.

#### **Public Comment**

None

#### **Announcements**

Stacey Carter reminded everyone to complete their citations review. Stacie Bushong will send an email with a final due date. Also, a reminder to complete the Statement of Economic Interest that Madison County sent in an email earlier this month.

#### **Adjournment**

Karen Bounds motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 5:54 p.m.