



## BOARD OF DIRECTORS MEETING MINUTES

May 25, 2021  
5:00 p.m.

### Zoom due to Shelter-in-Place

3.1	Approve the May 25, 2021 Consent Agenda a. Approval of April 27, 2021 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the April 2021 Bills	Roll Call - Carried
5.1	Accept the April 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Roll Call - Carried
10.2	Approve Secondary Employment	Carried
14.1	Accept FY2022 IHLS Board Elections	Carried
13.1	Approve Operational Plan	Roll Call - Carried
13.2	Approve FY2022 Budgets and Budget Narratives	Roll Call - Carried
14.2	Approve FY2021 SHARE Budget Amendment	Roll Call - Carried
14.3	Approve Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS	Carried
14.4	Approve IHLS Whistleblower Policy	Carried
14.5	Approve Surplus Policy	Carried
14.6	Approve Surplus List	Roll Call - Carried
14.7	Approve FY2022 IHLS Board Meeting Dates	Carried
14.8	Approve FY2022 IHLS Holidays	Carried
14.9	Approve FY2022 IHLS System Attorneys	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, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell (entered 5:05 p.m.), Bev Obert, Josh Short, Charlene Topel (entered 5:30 p.m.)

#### Absent:

Janet Jenkins, Jill Shelton

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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#### Other Attendees:

Danielle Beasley, Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Sarah Isaacs, Rhonda Johnisee, Shirley Paden, Cassandra Thompson, Jill Trevino, Anna Yackle

#### **Consent Agenda**

Frank Bandre motioned to approve the May 25, 2021, consent agenda. Josh Short seconded. Frank Bandre - yes, Karen Bounds - yes, Loretta Broomfield - yes, Stacey Carter - yes, Tina Hubert - yes, Tammy Krouse - yes, Chastity Mays - yes, Lupe Mejia - yes, Bev Obert - abstain, Josh Short – yes. Motion carried.

#### **Acceptance of Bills April 2021**

Tina Hubert motioned to accept the April 2020 bills. Bev Obert seconded. Motion carried unanimously by roll call vote.

#### **April Financial Report**

Rhonda Johnisee reviewed the financial reports.

#### **FY2021 Grants Status**

IHLS has received \$64,018.01 reimbursement grant funds for the E-book Cares Act Grant and an additional \$22,077.95 last week.

Earlier this month IHLS received the remaining balance of the FY2021 SAPG grant funds. This revenue will be reflected in next month's General Fund Statement of Revenue and Expenditures.

#### **April 2021 Financial Reports**

As of April 30, 2021, the target benchmark of the remaining budget should be 17% for all budget line items except "Personnel" which should be 15% 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 53.4%, which is primarily due to having received only 35.6% of the FY2021 SAPG approved allocation. **Total Expenses** YTD Actuals are below "YTD Budget" by 15.8%.

##### **SHARE**

Fees for Services and Materials YTD Actuals \$1,398,135.25 represents 101.1% of the projection in the FY2021 budget. As of April 30, 2021, 98.9% of that amount has been collected. **Total Expenses** YTD Actuals are below YTD Budget by 2.5%.

#### **Balance Sheets**

##### **General Fund**

The General Fund cash balance was \$3,813,512.13. This balance would fund IHLS General Fund operations an estimated 11.3 months based on the FY2021 approved expenditure levels.

##### **Capital Projects Fund**

The \$25,500.69 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 as of April 30, 2021, the SHARE cash balance of \$1,867,240.87 represents \$989,082.42 of SHARE Reserve Funds, \$50,849.49 of Committed Funds for eBooks Cloud Subscription purchases, and \$827,308.96 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.0 months based on the FY2021 operations budget.

Tina Hubert motioned to accept the April Financial Report. Frank Bandre seconded. Motion carried.

## **Stacey Carter requested to move item 14a FY2022 IHLS Board Elections up in the meeting**

Lupe Mejia motioned to move Item 14a Board Elections up in the meeting. Zach Newell seconded. Motion carried.

## FY2022 IHLS Board Elections

Sarah Isaacs announced the results of the FY2022 Board Elections. All newly elected board members and applicants have been notified of the results. She shared suggestions from the committee for future elections and thanked the members of the committee for their time.

## **Elected by the membership to the IHLS Board of Directors effective July 1, 2021:**

Ann Chandler, Taylorville Public Library  
*Public Library Trustee Representative*

Jenna Griffith, Marion CUSD #2  
*School Library Representative*

Ryan Johnson, O'Fallon Public Library  
*Public Library Representative*

Tammy Krouse, Edwards County CCUD #1  
*School Library Representative*

Kevin Latoz, Elwood Library District  
*Public Library Trustee Representative*

Josh Short motioned to certify FY2022 IHLS Board Elections. Chastity Mays seconded. Motion carried.

## **FOIA Update**

Karen Bounds reported the quarterly request from SMART Procure was submitted and IHLS staff responded in a timely manner.

## **OMA Update**

None

## **Public Comment**

None

## **Communication**

Cassandra Thompson discussed the new Student Online Privacy Protection Act (SOPPA) that will go into effect July 1<sup>st</sup>, 2021. This law requires schools to protect student data. Under the law, IHLS/SHARE is not considered an “operator” since neither primarily serve K-12 students; however, IHLS/SHARE may want to voluntarily comply. System Attorney, Phil Lenzini reviewed the standard data privacy agreement and there is some risk in the event of a data breach. He recommended limiting information that is collected about students. Cassandra will prepare a memo and data privacy agreement, as well as review and make privacy policies available from our vendors, Polaris, and Bibliotheca.

## **Staff Report**

### Staff Update

Tina Hubert motioned to accept the staff report. Frank Bandre seconded. Motion carried.

### Secondary Employment

Karen Bounds motioned to accept the Secondary Employment. Lupe Mejia seconded. Motion carried.

### Personnel

None

## **Illinois State Library Report**

Pat Burg shared that ISL has been reviewing grant applications:

- Applications were received to support Talking Book and Braille patrons with the Radio Information Services.
- Applications have been reviewed for the FY2022 Project Next Generation Grant awards.
- The awards for the Live and Learn Construction Grants were just announced to the recipients. A press release will soon follow.
- The Public Library Per Capita and Equalization Aid grants have been reviewed and awards are pending the passage of Senate Bill 2232. This bill will increase the award from \$1.25 to \$1.475.
- The Illinois State Library is looking forward to receiving and reviewing the FY2022 System Area and Per Capita Grant applications due June 1<sup>st</sup>.

The Secretary of State’s budget for FY2022 was submitted to sustain library and literacy programs at FY2021 levels. ISL is waiting for final legislative confirmation before moving forward with FY2022 funding, which will impact libraries, literacy, and the systems’ grant allocations for the coming year.

### American Rescue Plan Act of 2021 (ARPA)

At the recent IHLS Members Matter meeting, Director Greg McCormick mentioned that libraries should be thinking of the impact of COVID-19 and how they could use grant funds to: change services impacted by the pandemic; look at spaces in the library and how they might make modifications (with limitations); and assess the needs of the workforce in their communities and how the library might support the evolving needs of job seekers.

## **Committee Reports**

### Executive

Stacey Carter reported the committee met and reviewed items listed later on this agenda. The next meeting will be June 16.

### Budget and Finance

Tina Hubert reported the committee met and reviewed items listed later on this agenda.

### Policy and Membership

No Report.

### Facilities and Operations

No Report.

### Personnel

Josh Short reported the committee met and reviewed items listed later on this agenda.

### Advocacy and Education

Josh Short reported the committee did not meet. He provided an update on a RAILS (Reaching Across Illinois Library System) Advocacy Committee meeting he attended with Ellen Popit. IHLS and RAILS are working with AISLE (Association of School Library Educators) on college readiness. More information to follow.

### **Unfinished Business**

#### Edwardsville Building Update

Leslie Bednar reported that before construction work began in Edwardsville, John Knirr installed a handful of Ring cameras to capture the activities. A slide presentation on the progress was shared. Also, last week during the removal of wallcoverings on the east and north sides of the building, contractors discovered water damage and mold. They removed all compromised wallboard and insulation, as well as sealing holes in building exterior. An air quality assessment has been performed and results are pending.

#### FY2022 System Area and Per Capita Grant

Bev Obert motioned to approve the FY2022 System Area and Per Capita Grant Operational Plan, Budgets and Narratives. Josh Short seconded. Motion carried unanimously by roll call vote.

### **New Business**

#### FY2021 SHARE Budget Amendment

Frank Bandre motioned to approve the FY2021 SHARE Budget Amendment. Lupe Mejia seconded. Motion carried unanimously by roll call vote.

#### Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS

Zach Newell motioned to approve the Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS. Tina Hubert seconded. Motion carried.

#### IHLS Whistleblower Policy

Bev Obert motioned to approve the IHLS Whistleblower Policy. Frank Bandre seconded. Motion carried.

#### Surplus Policy

Tina Hubert motioned to approve the Surplus Policy. Chastity Mays seconded. Motion carried.

### Surplus List

Bev Obert motioned to approve the Surplus List. Charlene Topel seconded. Motion carried unanimously by roll call vote.

### Board Officer Nomination Committee

Stacey Carter has asked Tina Hubert to chair the committee. Any board members with an interest in being an officer should contact Tina.

### FY2022 IHLS Board Meeting Dates

Karen Bounds motioned to approve the FY2022 IHLS Board Meeting Dates. Lupe Mejia seconded. Motion carried.

### FY2022 IHLS Holidays

Frank Bandre motioned to approve the FY2022 IHLS Holidays. Tammy Krouse seconded. Motion carried.

### FY2022 IHLS System Attorneys

Karen Bounds motioned to approve the FY2022 IHLS System Attorneys. Josh Short seconded. Motion carried.

### Open Board Position

Stacey Carter will have a recommendation for the board at the June board meeting.

### Executive Director Evaluation

Stacey Carter said the goal is to complete the review in June. Leslie will have her annual report to the board by Friday June 4<sup>th</sup>. Board members will have until June 13<sup>th</sup> to complete the survey. The Executive committee will discuss at their meeting on June 16.

### **Agenda Building**

The group discussed items for the June 2021 agenda.

### **Public Comment**

None

### **Announcements**

Tina Hubert announced she did a virtual field trip for the 3<sup>rd</sup> grade.

### **Adjournment**

Karen Bounds motioned to adjourn. Frank Bandre seconded. Motion carried. Adjourned at 6:24 p.m.