



## BOARD OF DIRECTORS MEETING MINUTES

July 24, 2018

5:00 pm

**Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711**  
**C.E. Brehm Public Library: 101 South 7<sup>th</sup> Street, Mt. Vernon, IL 62086, 618-242-6322**  
**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**  
**Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400**

4	Certify Sharon Yearwood to fill vacant seat	Carried
5	Election of Board Officers	Carried
6	Approve the July 24, 2018 Consent Agenda a. Approval of June 26, 2018 Minutes b. Accept June Department & Staff Activity Report	Carried
7	Accept the June 2018 Bills	Roll Call - Carried
13.a	Accept Staff Report	Roll Call - Carried
	Adjourn	Roll Call - Carried

### Call to Order

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

### Roll Call

#### Board Members:

Decatur Public Library: Bev Obert, Stacey Carter, Melanie Allen  
 Edwardsville: Mary Smith, Tina Hubert, Robert Paarlberg, Sara Zumwalt  
 Harrisburg: Gary Jones  
 Mt. Vernon: Sandy West, Sharon Yearwood  
 Phone: Geoff Bant  
 Absent excused: Gary Denué, Susan Pennington, Charlene Topel

#### Other Attendees:

Carbondale: Ellen Popit, Anna Yackle  
 Edwardsville: Leslie Bednar, Stacie Bushong, Adrienne Elam, Dominique Granger, Brandon Chapman,  
 Julia Pernicka, Susan Palmer, Rhonda Johnisee, Shirley Paden  
 Illinois State Library: Debra Aggertt, Rita Stephens  
 Mt. Vernon: Esther Curry, Troy Brown, Arlanna Fries

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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**Welcome new board member Melanie Allen**

Melanie Allen agreed to the Commitment to Serve.

**Appoint Sharon Yearwood to fill vacant seat**

Bev Obert motion to approve Sharon Yearwood (CE Brehm Public Library) to fill vacant public library representative seat. Tina Hubert second. Motion carried.

Sharon Yearwood agreed to the Commitment to Serve.

**Election of Officers**

Tina Hubert motion to accept the slate as presented. Mary Smith second. Motion carried.

The results of the elections are as follows:

President – Sara Zumwalt

Vice-President – Stacey Carter

Secretary – Sandy West

Treasurer – Bev Obert

**Consent Agenda**

Mary Smith motion to accept the consent agenda. Robert Paarlberg second. Motion carried.

**Approval of June Bills**

Sandy West motion to approve June Bills. Tina Hubert second. Motion carried unanimously.

**Financial Reports**

Adrienne Elam provided an overview of the June financial reports.

**FOIA Update**

None

**OMA**

None

**Public Comment**

None

**Communication**

Leslie Bednar shared a thank you from Diane Foote from the Library Association for the IHLS financial contributions to Director's U. A letter received this afternoon from Greg McCormick regarding the RAILS draft membership standards. Arlanna Fries prepared a Powerpoint outlining the Carbondale staff's positive feedback on the new Carbondale building.

**Human Resources**

Staff Report

Sandy West motion to accept the hiring recommendation. Tina Hubert second. Motion carried unanimously by roll call vote.

## Secondary Employment

None

## Personnel

None

## **Illinois State Library Report**

Debra Aggertt reported the Illinois State Library is pleased with the current budget. They anticipate upcoming grants to be funded at the FY18 levels. They are in receipt of the IHLS System Area & Per Capita grant. Working with ILA on a trustee speaker for the annual conference this fall. On a side note, the Association of Rural and Small Libraries (ARSL) conference will be in Springfield Sept 12-15. There will be an open house at the state library by invitation only due to the large registration for the conference.

## **Committee Reports**

### Executive

Sandy West reported a routine meeting including staff updates.

### Finance

Sara Zumwalt reported a routing meeting.

### Membership & Policy

Mary Smith reported the committee did not hold a meeting.

### Facilities & Operations

Stacey Carter reported the committee did not hold a meeting.

### Personnel

Geoff Bant reported the committee discussed two job descriptions and the organizational chart. There will not be an August meeting, but they will possibly meet in September.

### Advocacy

Sandy West reported the committee did not meet.

## **Unfinished Business**

### August Meeting Dates

Board members will remain on their current committees until notified otherwise.

### Executive Director Evaluation

Sara Zumwalt reported there will be an online evaluation that will be sent via email.

### Facilities

Leslie Bednar reported the new Carbondale building is fairly settled and the only remaining item is the transition of the servers. The improvements in Champaign are on schedule and the building should reopen the first week of August. The Edwardsville building is being evaluated for mine subsidence repairs and two contractors have been consulted. Troy Brown announced there will be a major outage for Polaris and all SHARE members have been notified the system will be down for approximately 3

hours. The Du Quoin location has been cleared of all IHLS property and we are currently trying to establish a meeting with the landlord.

### **New Business**

#### Board Survey

Sandy West shared information about the board survey regarding staff-board communication.

#### Open Board Seat

Sara Zumwalt reported one of the newly elected board members had to decline and we have an open seat for school library representative.

#### Board Networking Events

Sara Zumwalt reviewed the networking event schedule and encouraged everyone to attend those that are near their libraries.

#### Roadside Training

Tina Hubert explained Roadside Training is a member-led initiative created to fill the gap and provide consulting and continued education for member libraries. The training will take many different shapes, including member libraries opening their own staff training to other member libraries. The goal is to have a minimum of quarterly events. Six Mile Regional Library (Granite City) will be opening their event on Homelessness as the first training opportunity on September 21. Attendance fees will become the seed money for future events. IHLS will be the fiscal agent and events will be listed on L2. On October 24 Chatham Public Library will be offering a medical information event.

### **Agenda Building**

Open board seat. Executive director's evaluation

### **Public Comment**

None

### **Announcement**

Sara Zumwalt will email the board to find out which committees members are interested in serving and asked each member to serve on 2 committees. President Trump will be in Granite City on July 26.

### **Adjournment**

Mary Smith motion to adjourn. Robert Paarlberg second. Motion carried unanimously by roll call vote. Adjourn 6:23 p.m.