



## BOARD OF DIRECTORS MEETING MINUTES

July 28, 2020

5:00 p.m.

### Zoom Due to Stay-at-Home Order

3.1	Welcome New Board Members	Carried
4.1	Elect Officers	Carried
5.1	Approve the July 28, 2020 Consent Agenda a. Approval of June 23, 2020 Minutes b. Director and Staff Activity Report	Carried
6.1	Accept the June 2020 Bills	Roll Call - Carried
12.1	Approve the Staff Report	Roll Call - Carried
15a	Approve a 4% Increase for the Executive Director	Roll Call - Carried
16.a	Elect Freedom of Information Act (FOIA) Officer	Carried
16b	Elect Open Meetings Act (OMA) Officer	Carried
	Adjourn	Carried

### Call to Order

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

### Roll Call

#### Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Clay Dean, Tina Hubert, Tammy Krouse, Lupe Mejia, Zach Newell, Bev Obert, Jill Shelton, Josh Short, Charlene Topel, Bill Wagner

Absent excused: Frank Bandre, Janet Jenkins

#### Other Attendees:

Leslie Bednar, Troy Brown, Stacie Bushong, Shandi Greve Penrod (exited 6:00 p.m.), Rhonda Johnisee, Greg McCormick, Susan Palmer, Ellen Popit, Rita Stephens, Julia Pernicka, Cassandra Thompson, Anna Yackle (entered 5:17 p.m.)

### Welcome New Board Members

Welcomed new board members Clay Dean, Guadalupe Mejia, Zach Newell, Jill Shelton, and returning board member Stacey Carter.

All five newly elected board members agreed to support the IHLS Commitment to Serve.

Josh Short motioned to approve the new board members. Bill Wagner seconded. Motion carried.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### **Election of Officers**

Stacey Carter presented the slate of officer candidates.

Bev Obert motioned to close nominations ballots. Karen Bounds seconded. Motion carried.

- President: Stacey Carter
- Vice President: Josh Short
- Secretary: Loretta Broomfield
- Treasurer: Bill Wagner

The slate was elected via online Survey Monkey ballot. Clay Dean abstained.

### **Consent Agenda**

Charlene Topel motioned to approve the consent agenda. Josh Short seconded. Motion carried.

### **Acceptance of Bills June 2020**

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

### **June Financial Reports**

Rhonda Johnisee highlighted the Draft June 2019 Financial Reports. The auditors will provide a final FY2020 financial report in September.

### **FOIA Update**

Troy Brown reported there was one request and it was responded to in a timely manner.

### **OMA Update**

None

### **Public Comment**

None

### **Communication**

Leslie Bednar reported staff members have been very active working in several primary areas: providing support for school library services in the upcoming year, continuing to work with the delivery of library materials and assuring items are shared safely between libraries, and promoting the census. There has been a lot of communication with our staff members. Effective and concise communication is paramount to our success.

Ellen Popit shared information on efforts with school library members. Activities include: A focused effort to update and verify information in L2 pertaining to school libraries before the migration to the rebooted version of the membership directory. This will allow IHLS to communicate with the school community in a more efficient manner. With that enhanced ability staff hope to: Craft a back-to-school message to all school library staff and host an online "Town Hall" meeting for school library staff members at the beginning of the year. Also, a small number of school librarians are participating in the weekly Directors' Chats and a "Back-to-School" letter has been sent to all SHARE member libraries. System staff have been participating in the Association of School Library Educators (AISLE) advocacy

meetings along with Reaching Across Illinois Library System (RAILS) staff members. Discussions have begun on support for the Association of Illinois Library Educators (AISLE) virtual conference. Cassandra Thompson shared statistics comparing FY2018 through FY2020 on total number of items borrowed and delivered. The most dramatic changes were to the total items SHARE libraries borrowed and the total items sent through delivery FY2019 to FY2020. Also noted were statistics for the cloudLibrary circulation and their impact on members. These numbers all show how incredibly robust library services are in southern and central Illinois, and how much our communities rely on services from both our members and IHLS/SHARE.

Shandi Greve Penrod shared information about IHLS involvement in moving the census forward. IHLS staff are planning a reboot effort to help members promote the census and its importance. That effort will include reminders, a presentation, and materials that members can utilize.

Leslie also shared information about internal communication with staff including Frequently Asked Questions (FAQs) about COVID-19 and return to the office procedures. A Travel Self-Quarantine procedure was enacted to follow the same procedure used by the city of Chicago staff.

Ellen Popit shared information about the reboot of the membership directory Library Learning (L2). Staff has been spending time reminding libraries to update their information in addition to efforts to help update that information. L2 will be frozen as of July 31<sup>st</sup> until mid-August. IHLS staff will continue to offer support to members during the transition.

### **Staff Report**

#### Staff Update

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

#### Secondary Employment

None

#### Personnel

None

### **Illinois State Library Report**

Greg McCormick congratulated new board members and the newly elected officers of the Illinois Library System.

The FY21 grants for the Library Systems have been finalized and awarded. Additionally, the library systems can expect some payments in the coming days from the amount still due from the FY2020 grant. Grant awards have been made to support the Radio Information Services for the statewide Talking Book & Braille Services program and for Project Next Generation. The FY2021 award for the Illinois Library Delivery Service has been made to the University of Illinois and IHLS is a recipient of that funding as a subcontractor to the university. The second year of funding for the Library Learning (L2) project has been awarded.

The State Library will be finalizing administrative rules that will be necessary for the Cards for Kids provision within P.A. 101-0632 within the rules governing non-resident public library services.

Additionally, language will be incorporated to address the Disabled Veterans Standard Homestead Exemption that will allow non-resident qualified veterans to obtain a public library card free of charge.

The State Library is finalizing the FY2020 Library System Annual Report forms that will be due by September 30<sup>th</sup>.

Finally, Governor Pritzker has announced the process for seeking the new Illinois Poet Laureate for the state. Nominations will be due August 15. Greg McCormick serves on the committee to represent Secretary of State and State Librarian, Jesse White. More information can be found at [www.illinois.gov/poetlaureate](http://www.illinois.gov/poetlaureate).

## **Committee Reports**

### Executive

Stacey Carter reported the committee met and held a routine meeting in addition to the executive director review.

### Budget and Finance

Bev Obert reported the committee met and held a routine meeting. She thanked Rhonda for the concise information she provides for the meetings.

### Policy and Membership

Tina Hubert reported the committee did not meet. The next meeting is scheduled tentatively for the first week of August.

### Facilities and Operations

Stacey Carter reported the committee did not meet.

### Personnel

Josh Short reported the committee met and reviewed the travel portion of the Personnel code.

### Advocacy and Education

Stacey Carter reported the committee did not meet.

## **Unfinished Business**

### Executive Director Evaluation

Josh Short motioned to enter closed session. Bev Obert seconded. Motion carried. Entered closed session at 6:04 p.m.

Bill Wagner motioned to return to open session. Josh Short seconded. Motion carried. Entered open session at 6:45 p.m.

Bill Wagner motioned to award a 4% raise to the executive director. Josh Short seconded. Motion carried unanimously by roll call vote.

## **New Business**

### Elect Freedom of Information Act (FOIA) Officer

Tina Hubert motioned to approve Karen Bounds as Freedom of Information Act Officer. Bev Obert seconded. Motion carried.

### Elect Open Meetings Act (OMA) Officer

Karen Bounds motioned for Tina Hubert to continue as Open Meetings Act Officer. Tammy Krouse seconded. Motion carried.

### FY2021 CMC and SHARE Budget(s) Revision

Rhonda Johnisee reviewed the FY2021 CMC and SHARE Budget(s) Revisions with board members.

### August Committee & Board Meeting Dates

Leslie Bednar reviewed the August committee meeting dates with the board members. While Illinois is in Phase IV of stay-at-home orders remote meetings are recommended.

### Board Committees

Stacey Carter asked members to email her to express which committees they are interested in serving on. Generally, each member serves on two committees. Current committee chairs explained what they review during meetings.

## **Agenda Building**

Elect Ethics Officer, Personnel Code, Edwardsville building updates

## **Public Comment**

None

## **Announcements**

Tina Hubert shared that the Six Mile Regional Library District (SMRLD), because of a new intergovernmental agreement with the Granite City School District, are thrilled to be offering Granite City School District teachers who do not live in the SMRLD service area non-resident cards.

## **Adjournment**

Karen Bounds motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 7:11 p.m.