



## BOARD OF DIRECTORS MEETING MINUTES

July 27, 2021

5:00 p.m.

Zoom due to Shelter-in-Place

	Approve Moving the Order of Items Under Human Resources	Carried
3.1	Welcome New Board Members	Carried
4.1	Elect Officers	Carried
5.1	Approve the July 2021 Consent Agenda a. Approve of amended June 22, 2021 Minutes b. Approve of July 14, 2021 Minutes c. Director and Staff Activity Report	Carried
6.1	Accept the June 2021 Bills	Roll Call - Carried
12.1	Approve the Staff Report	Carried
12b	Approve Secondary Employment	Carried
12c	Enter Closed Session – Personnel	Roll Call - Carried
16a	Elect Karen Bounds as Freedom of Information Act Officer	Carried
16b	Elect Ryan Johnson as Open Meetings Act Officer	Carried
16.2	Approve SHARE Budget Amendment – CARLI Project	Roll Call - Carried
16.3	Approve Personnel Code Review – Adverse Weather Policy	Carried
16h	Accept Review of Closed Session Minutes: August 2018 – January 2021	Carried
16f	Approve Destruction of Closed Session Recordings: August 2017 – February 2020	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 (entered 5:03 p.m.), Stacey Carter, Ann Chandler, Jenna Griffith (entered 5:04 p.m.), Ryan Johnson, Tammy Krouse, Kevin Latoz, Kris Lundquist, Chastity Mays, Lupe Mejia, Zach Newell, Bev Obert, Josh Short

#### Absent:

Jill Shelton

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Danielle Beasley, Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Ronald Chubb, Rhonda Johnisee, Shirley Paden, Susan Palmer, Ellen Popit, Rita Stephens, Pam Thomas, Jill Trevino, Anna Yackle

**Move Item Order in Human Resources**

Stacey Carter asked the board to approve moving the order of items under Human Resources to Personnel then Staff Report followed by Secondary Employment.

Josh Short motioned to Move Item Order in Human Resources to Personnel then Staff Report followed by Secondary Employment. Zach Newell seconded. Motion carried.

**Welcome New Board Members**

Stacey Carter welcomed new board members Ann Chandler, Taylorville Public Library, Jenna Griffith, Marion CUSD #2, Ryan Johnson, O'Fallon Public Library, Kevin Latoz, Elwood Public Library, Kris Lundquist, Watseka Public Library; and returning board member Tammy Krouse, Edwards County CCUD #1.

All five agreed to support the Commitment to Serve.

Bev Obert motioned to approve the new board members. Karen Bounds seconded. Motion carried.

**Election of Officers**

Stacey Carter presented the slate of officer candidates.

Karen Bounds motioned to close nominations ballots. Chastity Mays seconded. Motion carried.

- President: Josh Short
- Vice President: Loretta Broomfield
- Secretary: Stacey Carter
- Treasurer: Karen Bounds

The slate was elected via online Survey Monkey ballot.

**Consent Agenda**

Stacey Carter motioned to approve the July 14, 2021, minutes and the June Director and Staff Activity Report. Karen Bounds seconded. Motion carried.

Bev Obert motioned to approve the amended June 22, 2021, minutes. Karen Bounds seconded. Motion carried.

**Acceptance of Bills June 2021**

Stacey Carter motioned to accept the June 2020 bills. Chastity Mays seconded. Motion carried unanimously by roll call vote.

**Draft June Financial Reports**

Rhonda Johnisee reported the following.

### **FY2021 Grants Status**

- IHLS has received written approval on all FY2021 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$387,798 and Online Computer Library Center (OCLC) - \$158,645.
- IHLS has received written approval for the FY2021 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32.
- IHLS has received 100% of the FY2021 CMC Grant, OCLC Grant, and SAPG funds.
- IHLS has received \$25,500 of the Live & Learn Construction Grant that was awarded to IHLS on June 1, 2020.
- IHLS has received written approval of the E-book Cares Act Grant for \$125,000.
- IHLS has received \$86,095.96 reimbursement grant funds for the E-book Cares Act Grant.

### **June 2021 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through June 30, 2021.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2021 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2021 Budget." As of June 30, 2021, the target benchmark of the remaining budget should be 0% for all budget line items.

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

#### **General Fund**

Total Revenues: Year to Date (YTD) Actuals are below YTD Budget by 1.1%. Total Expenses: YTD Actuals are below YTD Budget by 16.4%.

#### **SHARE**

Fees for Services and Materials: YTD Actuals of \$1,410,543.01 represents 102.0% of the projection in the FY2021 budget. As of June 30, 2021, 99.3% of that amount has been collected. Included in the total revenue is the FY2021 E-book Cares Act grants receivable of \$38,904.04. Total Expenses: YTD Actuals are below YTD Budget by 7.8%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents: As of June 30, 2021, the General Fund cash balance was \$5,105,864.88. This balance would fund IHLS General Fund operations an estimated 14.8 months based on the FY2021 approved expenditure levels.

#### **Capital Projects Fund**

The \$25,500.89 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 June 30, 2021, the SHARE cash balance of \$1,983,643.76 represents \$989,131.08 of SHARE Reserve Funds, \$39,567.55 of Committed Funds for eBooks Cloud Subscription purchases, and \$954,945.13 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE

operations approximately 6.3 months based on the FY2021 operations budget. This balance includes the \$300,000 IHLS' FY2021 contribution to SHARE.

#### **FOIA Update**

None

#### **OMA Update**

None

#### **Public Comment**

None

#### **Communications**

Leslie Bednar welcomed new board members and welcomed back Tammy Krouse. She reported the approval of the FY2022 System Area and Per Capita Grant application was received last week.

Danielle Beasley, Communications Coordinator, shared activities that are in process to celebrate the IHLS 10 Year Anniversary. In addition, she shared a demo of the new website.

10th Anniversary Activities: Weekly contests on Facebook throughout the month of July, Members Matter & a CE event on July 29 (legal topic), IHLS Staff Spotlights, and announcement of Member Day 2021 to be held virtually on Thu. Nov. 18, 2021.

Website: Development has begun with an internal Website Team working together with Ameex staff. Navigation structure has been set and they are currently working to develop a series of templates to help build other pages. IHLS staff is also working to update existing content so it will be accurate and up-to-date. The estimated timeline of development completion is end of September, but subject to change. This is not necessarily when the website will go live to members, but the plan is to have a soft launch for staff to test out usability before rolling it out to membership.

#### **Staff Report**

##### Personnel

Stacey Carter motioned to enter closed session. Ryan Johnson seconded. Motion carried. Entered closed session at 5:38 p.m.

Bev Obert motioned to enter open session. Ann Chandler seconded. Motion carried. Entered open session at 5:49 p.m.

##### Staff Report

Stacey Carter motioned to accept the staff report. Lupe Mejia seconded. Motion carried.

##### Secondary Employment

Lupe Mejia motioned to approve Secondary Employment. Stacey Carter seconded. Motion carried.

#### **Illinois State Library Report**

Pat Burg reported the library systems will receive the Annual Report forms this week. They appreciate the systems' cooperation with the Illinois Museum and Library Service (IMLS) grants that are available

due to the American Rescue Plan Act of 2021 (ARPA). The grants offered are: Bouncing Back from the Pandemic: Developing Resources for the Local Work Force, Expanding Digital Inclusion: Transforming Library Services, and On the Road to Recovery: Transforming Library Spaces. Details can be found on the ISL grants webpage.

## **Committee Reports**

### Executive

Stacey Carter reported the committee met twice during July. The topics discussed were the Edwardsville Building Project, Adverse Weather Policy, Board meeting locations, and new board member mentors.

### Budget and Finance

Chastity Mays reported the committee met and held a short meeting to discuss routine financial information.

### Policy and Membership

Loretta Broomfield reported the committee did not meet.

### Facilities and Operations

Bev Obert reported the committee did not meet.

### Personnel

Josh Short reported the committee met and reviewed the Adverse Weather Policy.

### Advocacy and Education

Josh Short reported the committee did not meet.

## **Unfinished Business**

### Edwardsville Building Update

Leslie Bednar shared a PowerPoint presentation featuring the finished remodel on the lower level.

## **New Business**

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

Stacey Carter motioned to elect Karen Bounds as Freedom of Information (FOIA) Officer. Tammy Krouse seconded. Motion carried.

### Elect Open Meetings Act (OMA) Officer

Ryan Johnson volunteered and motioned to elect himself as Open Meetings Act (OMA) Officer. Stacey Carter seconded. Motion carried.

### Board Attendance Document

Josh Short asked board members to please adhere to this procedure to allow quorums to be determined and avoid surprises at the beginning of meetings.

### SHARE Budget Amendment CARLI Project

Bev Obert motioned to approve the SHARE Budget Amendment CARLI Project. Zach Newell seconded. Motion carried unanimously by roll call vote.

#### Personnel Code Review - Adverse Weather Policy

Stacey Carter motioned to approve the Personnel Code – Adverse Weather Policy. Kris Lundquist seconded. Motion carried. Karen Bounds – yes, Loretta Broomfield – no, Stacey Carter – yes, Ann Chandler – yes, Jenna Griffith – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kevin Latoz – yes, Kevin Latoz – yes, Kris Lundquist – no, Chastity Mays – yes, Lupe Mejia – yes, Zach Newell – yes, Bev Obert – yes, Josh Short – yes.

#### August Committee & Board Meeting Dates

Josh Short reviewed the dates with the board.

#### Board Committees

Josh Short asked board members to send their two top preferences for board meeting committees. Everyone is welcome to attend any meetings they like in August if they want to get an idea of which they would like to join. No member will be appointed to more than two committees.

#### Review of Closed Session Minutes: August 2018 – January 2021

Stacey Carter motioned to approve keeping August 2018 – January 2021 minutes closed. Zach Newell seconded. Motion carried.

#### Destruction of Closed Session Recordings: August 2017 – February 2020

Stacey Carter motioned to approve Destruction of Closed Session Recordings: August 2017 – February 2020. Zach Newell seconded. Motion carried.

#### **Agenda Building**

Board members discussed the August board meeting agenda.

#### **Public Comment**

None

#### **Announcements**

Josh Short shared results of the poll for board meeting locations. The decision was made to continue holding meetings via Zoom. Josh Short was asked to participate in the Illinois Library Association (ILA) committee for their magazine The Reporter. He has been charged with writing two articles and asked for suggestions or ideas.

#### **Adjournment**

Karen Bounds motioned to adjourn. Ann Chandler seconded. Motion carried. Adjourned at 6:47 p.m.