



## BOARD OF DIRECTORS MEETING MINUTES

September 22, 2020

5:00 p.m.

### Zoom due to Shelter-in-Place

|      |  |                                |
|------|--|--------------------------------|
| 3.1  | Approve the September 22, 2020 Consent Agenda<br>a. Approval of August 25, 2020 Minutes<br>b. Director and Staff Activity Report | Carried                        |
| 4.1  | Accept the August 2020 Bills   | Roll Call - Carried            |
| 5.1  | Accept the August 2020 Financial Reports   | Carried                        |
| 6    | FY2020 Annual Report<br>a. Financial Audit<br>b. Narrative<br>c. Tabular Reports   | Roll Call – Carried<br>Carried |
| 10.1 | Approve the Staff Report   | Roll Call - 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, Lupe Mejia, Zach Newell, Bev Obert (entered 6:10 p.m.), Josh Short, Bill Wagner

#### Absent excused:

Clay Dean, Janet Jenkins, Jill Shelton, Charlene Topel

#### Other Attendees:

Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Colleen Dettenmeier, Jay Ginsert, Dominique Granger (entered 5:04 p.m.), Rhonda Johnisee, John Knirr, Shirley Paden, Susan Palmer, Julia Pernicka (entered 5:08 p.m.), Ellen Popit, Rita Stephens, Anna Yackle

### Consent Agenda

Frank Bandre motioned to accept the consent agenda. Karen Bounds seconded. Motion carried.

### Acceptance of Bills August 2020

Josh Short motioned to accept the 2020 bills. Lupe Mejia seconded. Motion carried unanimously by roll call vote.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **August Financial Reports**

Rhonda Johnisee shared an overview of the August financial reports. As of August 31, 2020, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel" which should be 85% based on 26 payrolls for the fiscal year.

General Fund Total Revenues "YTD Actuals" are below "YTD Budget" by 92.5%, which is primarily due to not having received any of the FY2021 SAPG approved allocation. IHLS did receive \$549,978.11 on September 8, 2020. This is the General Revenue portion of the FY2021 SAPG funding. Total Expenses "YTD Actuals" are below "YTD Budget" by 8.1%.

SHARE Fees for Services and Materials "YTD Actuals" \$1,305,490.87 represents 94.4% of the projection in the FY2021 budget. As of August 31, 2020, 88.7% of the \$1,305,490.87 has been collected. Total Expenses "YTD Actuals" are above "YTD Budget" by 37.5%.

The General Fund cash balance was \$3,320,793.00. This balance would fund IHLS General Fund operations an estimated 9.9 months based on the FY2021 approved expenditure levels. The balance would fund General and Special Revenue Funds operations approximately 8.7 months. IHLS did receive 50% of the CMC grant funds \$193,899.00 and 50% of the OCLC grant funds \$79,322.50 on September 15, 2020. The remaining 50% should be received around 1/1/2021. The Grants Receivable reflects the remaining balance due from the FY2020 SAPG. IHLS received \$1,095,500.01 on August 4, 2020, from the original balance of \$2,191,000.00.

As of August 31, 2020, the SHARE cash balance of \$2,699,055.40 represents \$881,105.06 of SHARE Reserve Funds, \$128,474.66 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,689,475.68 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 12.3 months based on the FY2021 operations budget.

Tina Hubert motioned to accept the Financial Reports. Bill Wagner seconded. Motion carried.

## **Annual Report**

### Financial Audit

Josh Andres from Scheffel-Boyle gave an overview of the FY2020 Audit Synopsis, Audited Financial Statements, and the FY2020 Agreed Upon Procedures.

Bill Wagner motioned to approve the Financial Audit. Frank Bandre seconded. Motion carried unanimously by roll call vote.

### Narrative

Josh Short motioned to accept the Narrative and Tabular Reports. Bill Wagner seconded. Motion carried unanimously by roll call vote.

## **FOIA Update**

None

## **OMA Update**

None

## **Public Comment**

None

## **Communication**

Leslie Bednar shared that Susan Palmer was interviewed for an article in the Lincoln Daily News about resource sharing and the role of IHLS delivery. The article will be sent to the board following the board meeting.

Stacey Carter and Josh Short shared their experience attending the Library Advocacy and Funding Conference presented by Every Library. Stacey enjoyed the conference and felt it was beneficial. Josh Short was hoping for more interactive sessions and while he enjoyed the videos, he missed the chance to ask questions and converse with others.

Leslie asked for feedback about the new L2 and there was both positive and negative feedback.

## **Staff Report**

### Personnel

Frank Bandre motioned to enter closed session. Tina Hubert seconded. Entered closed session at 5:47 p.m.

Karen Bounds motioned to return to open session. Josh Short seconded. Motion carried. Entered open session at 6:09 p.m.

### Staff Update

Tina Hubert motioned to accept the staff report. Josh Short seconded. Motion carried by roll call vote. Frank Bandre – yes, Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Tina Hubert – yes, Tammy Krouse – yes, Lupe Mejia – yes, Zach Newell – yes, Bev Obert – abstain, Josh Short – yes, Bill Wagner- yes.

### Secondary Employment

None

## **Illinois State Library Report**

Pat Burg reported administrative rules are being developed for 3 programs. The Cards for Kids program legislation is effective now. It was enacted in Public Act 101-0875 to provide free library cards to non-resident kindergarten through 12<sup>th</sup>-grade students whose household falls at or below the US Department of Agriculture's Income Eligibility Guidelines. Public Library Boards *may* take action to offer e-resources to non-residents. A veteran with a service-connected disability of at least 70% is exempt from paying property taxes on their primary residence.

### Grant Offerings:

Available grants are: Personal Protective Equipment (PPE) for Illinois Public Libraries, Digital Network Access for Illinois Libraries, Back to Books, and the E-Books Grants. School District Library Grants are being accepted and are due October 15. The Public Library Per Capita and Equalization Aid grant application is expected to be available this fall.

Family Reading Night materials have been created and will be shipped to libraries over the next month in time for the annual event, which is November 19, 2020.

## **Committee Reports**

### Executive

Stacey Carter reported and discussed the Edwardsville building improvements, audit, grants to libraries, and board meeting agenda.

### Budget and Finance

Bill Wagner reported the committee met and had a presentation from the auditors, an update on the Edwardsville building improvements, and the deferred payroll tax in addition to routine item review.

### Policy and Membership

Loretta Broomfield reported the committee met for a brief meeting to receive an overview from Ellen Popit on the committee charge and reasons the committee will meet.

### Facilities and Operations

Bev Obert reported the committee met and discussed the Request for Proposal (RFP) for the Edwardsville building improvements. They extended the time frame for work to be completed.

### Personnel

Josh Short reported there was no meeting held.

### Advocacy and Education

Josh Short reported the committee met and reviewed the outreach goals. School libraries will continue to be a focus.

## **Unfinished Business**

### FY2020 IHLS Annual Meeting

Stacey Carter shared there will not be an in person Annual Meeting this year due to continued restrictions due to Covid-19.

## **New Business**

### Edwardsville Building Improvements

Leslie Bednar reported the RFP is in proofing and then will be sent to Phil Lenzini for review.

### Member Day 2020

Ellen Popit reported the event has evolved and grown each year. Due to Covid-19, this year the conference will be virtual. David Lankes, from the University of South Carolina, will be the keynote speaker. There will be 2 break-out sessions offering three virtual offerings in each time slot, a closing speaker, as well as games and prizes.

### IHLS Grants to Member Libraries

Leslie Bednar reviewed the information about 2 grants IHLS will be offering to members. The IHLS Delivery Vehicle Grant will offer 5 surplus vehicles to be used for new resource sharing programs. The IHLS eResources Grant will offer 8 one-year eRead subscriptions to libraries who qualify.

### Virtual Board Meetings

Stacey Carter reported board meetings will remain virtual until at least the end of 2020.

### **Agenda Building**

Items added to agenda building are Edwardsville building improvement update and timeline, the IHLS grant outcomes, and biometric data policy.

### **Public Comment**

None

### **Announcements**

Tina Hubert thanked IHLS and Delivery for the 7-day quarantine of library materials.

### **Adjournment**

Josh Short motioned to adjourn. Karen Bounds seconded. Motion carried. Adjourned at 6:42 p.m.