



## BOARD OF DIRECTORS MEETING MINUTES

September 27, 2022

5:00 p.m.

3.1	Appoint Sarah Hill to open board seat	Roll Call - Carried
4.1	Approve the September 27, 2022 Consent Agenda a. Approval of August 23, 2022 Minutes b. Director and Staff Activity Report	Roll Call - Carried
5.1	Accept the August 2022 Bills	Roll Call - Carried
6.1	Accept the 2022 Financial Reports	Roll Call - Carried
7	Approve FY2022 Annual Report Narrative and Audited Financial Statements	Roll Call - Carried
12.1	Approve the Staff Report	Roll Call - Carried
12b	Approve Secondary Employment	Roll Call - Carried
17.2	Approve the Budget Amendments	Roll Call - Carried
17.3	Approve the Executive Director Salary Grade	Roll Call - Carried
17.4	Approve Project Coordinator Salary Grade Update	Roll Call - Carried
	Adjourn	Roll Call - Carried

### Call to Order

Josh Short called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Karen Bounds, Stacey Carter, Ann Chandler, Jenna Griffith, Sarah Hill, Ryan Johnson, Kevin Kelsey, Tammy Krouse, Keven Latoz, Chastity Mays, Linda McDonnell, Josh Short, Kelley Sullivan

#### Absent:

Loretta Broomfield, Tiffany Droege

#### Other Attendees:

Josh Andres, Jennifer Baugh, Danielle Beasley, Leslie Bednar, Stacie Bushong, Leah Gregory, Shandi Greve Penrod, Carol Hogan Downey, Alex Hoffman, Rhonda Johnisee, John Knirr, Greg McCormick, Eric McKinney, Shirley Paden, Ellen Popit, Sarah Taylor, Cassandra Thompson, Jill Trevino, Anna Yackle

### Appoint Sarah Hill from Lake Land College (Mattoon) to Open Board Seat

A motion and second were made to appoint Sarah Hill from Lake Land College (Mattoon) to Open Board Seat. Motion carried unanimously by roll call vote.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### **Consent Agenda**

A motion and second were made to amend the August 23, 2022 minutes and add names to motions, then forward the subject to the Policy and Membership committee for further discussion. Motion defeated by roll call vote. Karen Bounds – no, Stacey Carter – no, Ann Chandler – yes, Jenna Griffith – no, Sarah Hill – no, Ryan Johnson – no, Tammy Krouse – no, Kevin Kelsey – yes, Kevin Latoz – no, Chastity Mays – no, Linda McDonnell – no, Josh Short – no, Kelley Sullivan – no.

A motion and second were made to approve the August 23, 2022 minutes. Motion carried by roll call vote. Karen Bounds – yes, Stacey Carter – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kevin Kelsey – yes, Kevin Latoz – yes, Chastity Mays – yes, Linda McDonnell – yes, Josh Short – yes, Kelley Sullivan – yes.

A motion and second were made to accept the consent agenda. Motion carried unanimously by roll call vote.

### **Acceptance of Bills August 2022**

A motion and second were made to accept the August 2022 bills. Motion carried unanimously by roll call vote.

### **August 2022 Financial Report**

The Finance Director shared the following report.

#### **FY2023 Grants Status**

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783, Library Trustee Training (LTT) \$156,844, and Online Computer Library Center (OCLC) - \$160,318.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted.

IHLS did receive two FY2023 SAPG payments on 09/20/2022 for \$365,166.67 totaling \$730,333.34. These payments will be included in next month's financial reports.

#### **August 2022 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through August 31, 2022. On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2023 Total Budget Remaining Percentage", represents the remainder left (based on percentage) of the "IHLS Approved FY2023 Budget". As of August 31, 2022, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel", which should be 85% 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 91.6%. Total Expenses YTD Actuals are below YTD Budget by 7.6%.

## **SHARE**

Fees for Services and Materials YTD Actuals of \$1,359,182.50 represents 89.7% of the projection in the FY2023 budget. As of August 31, 2022, 80.0% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 27.3%.

## **Balance Sheets**

### **General Fund**

Cash and Cash Equivalents as of August 31, 2022, the General Fund cash balance was \$4,372,340.19. This balance would fund IHLS General Fund operations an estimated 11.2 months based on the FY2023 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds for an estimated 9.1 months.

## **SHARE**

Cash and Cash Equivalents as of August 31, 2022, the SHARE cash balance of \$3,072,965.21 represents \$1,104,147.24 of SHARE Reserve Funds, \$105,191.85 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,863,626.12 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 11.6 months based on the FY2023 operations budget.

A motion and second were made to accept the August 2022 Financial Report. Motion carried unanimously by roll call vote.

## **FY2022 Annual Report**

### **Audit Synopsis**

Josh Andres from Scheffel Boyle presented the Audit Synopsis to the board.

### **Audited Financial Report**

Josh Andres from Scheffel Boyle presented the Audited Financial Report to the board.

### **Narrative**

The Executive Director asked if there were any questions regarding the Narrative. There were no questions.

### **Tabular Reports**

The Executive Director asked if there were any questions regarding the Tabular Reports. There were no questions.

A motion and second were made to approve the FY2022 Annual Report and Audit. Motion carried unanimously by roll call vote.

## **FOIA Update**

None

## **OMA Update**

None

## **Public Comment**

None

## **Communication**

### Board Learning: Board Intranet Overview

The Executive Assistant presented an overview of the Board Intranet.

### Association of Rural and Small Libraries Conference Review

IHLS staff shared their experiences attending the ARSL conference. All expressed a positive experience and acknowledged the value of this conference.

### Member Day Update

The Operations Assistant gave an update on Member Day preparations. The event is on track for the most participation ever.

## **Staff Report**

### Personnel

None

### Staff Update

A motion and second were made to approve the Staff Update. Motion carried unanimously by roll call vote.

### Secondary Employment

A motion and second were made to approve Secondary Employment. Motion carried unanimously by roll call vote.

## **Illinois State Library Report**

Greg McCormick shared an update on the Talking Book and Braille Service. The duplication on demand equipment has arrived and is in testing. Up to 20 books can be loaded onto one cartridge and so far, testing has proven successful. A new outreach will be initiated to bring awareness about the improvements to the Talking Books and Braille service to the public. School District annual grants are due October 15, 2022. The Public Library Per Capita Grant applications were made available last week and are due January 30. Live and Learn Construction Grant applications are due January 15, 2023. Staff will be reviewing the Library System Annual Reports after submission on September 30. There will be a subcommittee formed on the unserved to bring information to the new administration.

## **Committee Reports**

### Executive

The committee chair reported the committee met and discussed items later on this agenda.

### Budget and Finance

A committee member reported the committee discussed the Automatic Material Handler (AMH) cost and reviewed the audit in addition to routine items.

### Policy and Membership

The committee did not meet. The committee will meet next October 3 via Zoom.

### Facilities and Operations

The committee met and discussed surplus items, the Request for Proposal (RFP) for the Edwardsville tuckpointing and roof, construction at the Champaign hub for the CARLI office, and the Automatic Material Handler (AMH).

### Personnel

The chair reported the committee discussed legal updates for the Staff Handbook and a new intern from the University of Denver.

### Advocacy and Education

The committee did not meet.

### **Partner Reports**

#### Association of School Library Educators (AISLE)

No report.

#### Illinois Library Association (ILA)

Ryan Johnson shared the ILA Library Trustee Forum is looking for more IHLS member participation. This is a networking group that cares deeply about library services. They want to focus on issues that affect all libraries in the state. He asked that board members encourage trustees to participate. The ILA 2022 conference is in Rosemont October 18-20 and planning for the 2023 conference is underway. It will be in Springfield and there is a need for another representative on the committee. Please send recommendations to Ryan Johnson. The ILA Executive Board reviewed the top three proposals from the Public Policy committee. The group is looking at how they will continue advocacy with the possibility of statewide databases, revised record retention policies, and flexibility with the general fund.

#### Advisory Committee (ISLAC)

IHLS board member Stacey Carter is the Vice-Chair and the IHLS Executive Director also sits on the committee. The group met on August 25 for the first time. There was a lot of focus on the unserved, with more than 1 million Illinois residents who do not have access to a library, half of which are in the IHLS service area. There will be a subcommittee with two representatives from both IHLS and the Reaching Across Illinois Library System (RAILS), as well as representatives from all library types across the state. Another discussion was about the underserved, for example libraries that cannot provide e-services. Greg McCormick shared the issue of a recent library closing in RAILS and now one possibly in IHLS -- this is another problem the library community is facing.

### **Unfinished Business**

None

### **New Business**

#### Automatic Material Handler (AMH) Consultant Recommendation

The Executive Director reviewed the AMH Consultant Recommendation with the board.

#### Automatic Material Handler Next Steps

The Executive Director reviewed the AMH Next Steps report with the board.

#### FY2023 Budget Amendments

A motion and second were made to approve the FY2023 Budget Amendments. Motion carried unanimously by roll call vote.

#### Executive Director Salary Grade

A motion and second were made to approve the Executive Director Salary Grade. Motion carried. Karen Bounds – yes, Stacey Carter – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kevin Kelsey yes, Kevin Latoz – yes, Chastity Mays – did not vote, temporarily absent, Linda McDonnell – yes, Josh Short – yes, Kelley Sullivan – yes.

#### Project Coordinator Salary Grade Update

A motion and second were made to approve the Project Coordinator Salary Grade Update. Motion carried.

#### CARLI Office Construction

The Executive Director shared new information that came in after the board packet was sent. We learned from our contractor the City of Champaign will not approve a permit for the current plan and wants an additional wall added. Staff will meet with the contractor later this week to discuss options.

#### **Agenda Building**

The board had no items to add to the October agenda.

#### **Public Comment**

None

#### **Announcements**

The annual meeting is on October 25 at 3:00 p.m. prior to the board meeting. Staff will be traveling to attend, and if board members need transportation please reach out to Stacie Bushong.

#### **Adjournment**

A motion and second were made to adjourn. Motion carried unanimously by roll call vote. Adjourned at 6:45 p.m.