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## EXECUTIVE COMMITTEE MEETING MINUTES

Date: October 16, 2018

Time: 5:00 pm

### Call to Order

Sara Zumwalt called the meeting to order at 5:02 p.m.

### Roll Call

*Members present:* Sara Zumwalt, Sandy West, Stacey Carter (entered 5:07 pm), Bev Obert, Geoff Bant

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of September 2018 Minutes

Bev Obert motioned to approve September 2018 minutes, Geoff Bant second. Motion carried.

### SHARE Update

Leslie Bednar reported on upcoming changes for SHARE staff.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported Accounting is working on final clean up from the audit. Human Resources is in process of hiring 2 new delivery drivers.

#### IT

Leslie Bednar reported the IT team is working on a new interface for helpdesk.

### Facilities and Operations

IHLS is meeting with the Illinois State Library, the SIUE Laboratory for Applied Spatial Analysis (LASA) & Reaching Across Illinois Library System (RAILS) to discuss Illinois Library Delivery Service (ILDS) in FY2020.

### Membership and Grants

Leslie Bednar reported the deadline for School Area and Per Capita Grant applications is closed. There were some members who had not completed their applications, and Ellen Popit and Anna

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Yackle have contacted them to help complete the process.

### **Administration**

Leslie Bednar reported Member day was a success. Administrative staff is currently coordinating plans for the Annual meeting.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Sandy West reported the committee met, reviewed the committee charge and brought new members up to speed. Recommendations were made by new members to improve outreach and education for schools.

#### Budget and Finance Committee

Bev Obert reported the committee met and held a routine meeting. The committee decided to send the Champaign cleaning contract to the full board.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

The committee did not meet.

#### Personnel Committee

The committee did not meet.

### **Unfinished Business**

#### Facilities

Leslie Bednar gave an update on facilities which included a new figure from the appraisal for the Champaign property. The building appraisal value increased as a result of the new roof and interior improvements. Geoff Bant requested a copy of the Champaign property appraisal.

### **New Business**

#### Communication

Sara Zumwalt reported a letter from a concerned citizen regarding a member library. The committee agreed that the issue was properly addressed.

#### ILA Trustee Day

Leslie Bednar asked committee members to share their thoughts about attending ILA Trustee Day. The members all shared positive feedback and felt they came away with useful information in the hope more trustees will attend in the future.

### Nominating Committee

Leslie Bednar reported Sara Zumwalt will be choose Nominating Committee members to be approved at the November board meeting. There will be 1 open Public Library Representative seat and 4 open Public Library Trustee Representative seats on the board.

### Cleaning Contract Proposal for Champaign Location

Sandy West motioned to send the Cleaning Contract proposal for Champaign to the full board. Stacey Carter second. Motion carried.

### **October Board Meeting Agenda**

Add cleaning contract for Champaign. Ask members and staff who attended ILA to share something they learned.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Sandy West motioned to adjourn. Stacey Carter second. Motion carried. Adjourned 6:04 pm