



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: November 15, 2018

Time: 5:00 p.m.

### Call to Order

Sara Zumwalt called the meeting to order at 5:01 p.m.

### Roll Call

*Members present:* Sara Zumwalt, Stacey Carter, Bev Obert, Geoff Bant

*Members absent:* Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of October 2018 Minutes

Stacey Carter motion to accept the October 2018 minutes. Geoff Bant second. Motion carried.

### SHARE Update

Leslie Bednar reported the department is adjusting to recent staff changes. Currently considering the addition of one bibliographic services position. SHARE administration has met with Prairie Cat consortium management regarding database clean up and cataloging on a fee basis. In addition, Cassandra Thompson has taken the lead on our consideration of the RAILS overlay project called Find More Illinois.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported budget time is approaching. Human Resources has interviewed several applicants by phone for the Marketing Coordinator position as well as considering additional applications.

#### IT

Leslie Bednar reported in the spring and summer 2018 all SHARE production servers were replaced. This week there were issues with the backup servers and replacement options are being explored. Troy Brown presented at a statewide library automation consortia meeting early in November which helped with relationship building.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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**Facilities and Operations**

Leslie Bednar reported there is a meeting scheduled with space planner Jane Lauer who will present her design options for updates and improvements to the Edwardsville office building. Edwardsville staff will be consulted about their needs according to job function. Due to snow and road conditions today, all offices were closed, and delivery did not run.

**Membership and Grants**

Leslie Bednar reported some staff, and two board members, attended the Association of Illinois School Library Educators (AISLE) conference in Tinley Park. Today Ellen and Susan are attending the Illinois Education and Technology (IETC) conference as an exploratory activity to see if it would be advantageous to attend or present next year. The Illinois Library Association (ILA) will be holding focus groups at the end of November to learn about our member needs in central and southern Illinois. All members are encouraged to participate. Ellen and Anna attended the Wayne City Public Library board meeting last week.

**Administration**

None

**Open Meeting Act Compliance**

None

**Committee Updates**Advocacy Committee

The committee did not meet.

Budget and Finance Committee

Bev Obert reported a routine meeting.

Facilities and Operations Committee

Sandy West not present to report.

Membership and Policy Committee

Geoff Bant reported the committee met and moved the Potomac Public Library District application to the full board. The committee also considered possible policy changes regarding the Nominating committee procedures.

Personnel Committee

Stacey Carter reported the committee met and reviewed two job descriptions, Accounting Analyst and Bibliographic Projects Coordinator.

**Unfinished Business**Nominating Committee

Sara Zumwalt reported Rachel Fuller will chair the committee and is waiting on two spots to be filled.

Communication

Sara Zumwalt asked the committee to remember to check emails.

## **New Business**

### ILDS FY2020 Update

Leslie Bednar reported a meeting with the Illinois Library Delivery System (ILDS), Reaching Across Illinois Libraries System (RAILS) and the SIU Laboratory of Applied Spatial Analysis (LASA) at the State Library to define the project. LASA will be analyzing data from both systems with the primary objective to determine the optimal location for the daily exchange.

### Executive Director Contract

Sara Zumwalt announced the Executive Director contract is coming due. She has appointed Stacey Carter and Tina Hubert to the committee.

### Membership Considerations

Leslie Bednar reported the Potomac Public Library District member application will be presented to the full board for approval.

### December Meeting

Sara Zumwalt reported this committee will not meet in December.

### Board Networking Event

Sara Zumwalt reminded everyone the event will be held November 27<sup>th</sup> at the Illinois State Library and encourages all to attend.

## **Agenda Building**

The committee reviewed the November board meeting draft agenda.

## **Public Comment**

None

## **Announcements**

Leslie Bednar announced moving forward the intention is for draft minutes to get to committees soon after the meeting for review, to allow for changes to be made prior to the next meeting. This practice will save time having to discuss changes to minutes during meetings.

## **Adjournment**

Bev Obert motion to adjourn. Geoff Bant second. Motion carried. Adjourned 6:07 pm.