



EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 13, 2019

Time: 5:00 p.m.

Call to Order

Sara Zumwalt called the meeting to order at 5:03

Roll Call

Members present: Sandy West, Bev Obert, Sara Zumwalt (exited 5:36 re-entered 5:37), Stacey Carter (entered 5:04 pm)

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of February 2019 Minutes

Sandy West motion to approve minutes. Bev Obert second. Motion carried.

SHARE Update

Leslie Bednar reported Cassandra Thompson and Adrienne Elam will be reviewing the proposed FY2020 budget with the SHARE Fee and Policy committee and then it will be moved to the SHARE Executive Council. There was a Polaris upgrade last week with only one minor issue. Cassandra has been working with proposed group purchases for Creative Bug and the New York Times. SHARE also used crowdsourcing for a new logo.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported Accounting has been supporting budget preparations for all departments in addition to preparing their portion. Human Resources is in the process of interviewing several new staff members.

IT

Leslie Bednar reported IT was instrumental in implementing the upgrade for SHARE. An online demo was held prior to the upgrade which included the participation of 127 members.

Facilities and Operations

Leslie Bednar reported on two vehicular accidents that happened recently that resulted in some

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injuries to courier drivers and totaled two system vans. One of the vans has already been replaced. The second accident resulted in some damaged items and staff are working to identify owning libraries and work with them for reimbursement. The committee recommends contacting the system attorneys. In addition, at the recommendation of the Finance committee, Leslie reviewed the invoice from Jane Louer and Associates for final design work for the Edwardsville building remodel.

Membership and Grants

Leslie Bednar reported they are on the final push to complete annual membership certification and there are 65 libraries yet to go with 12 days remaining. Ellen Popit and Anna Yackle attended ILA Trustee day training at the Illinois State Library. They have been working with the East St Louis Learning Resource Center regarding membership questions. One of the goals of the department is to increase the outreach to public library trustees.

Administration

Leslie Bednar reported the Admin team has begun the process of developing the FY2020 Operational Plan and each department will be meeting to discuss goals and activities. At the end of March, the supervisors will meet in person to share the results of discussions. Leslie has been working with Dominique Granger on how to tie evaluations to performance.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Sandy West reported the committee did not meet. The committee will receive a written update from IHLS staff on the administrator academy partnership.

Budget and Finance Committee

Bev Obert reported the meeting revolved around the remodel of the Edwardsville building in addition to routine activities. The next meeting is April 16 at 3:00 pm.

Facilities and Operations Committee

Sandy West reported the committee did not meet.

Membership and Policy Committee

Leslie Bednar reported the committee did not meet.

Personnel Committee

Stacey Carter reported the committee did not meet.

Unfinished Business

Executive Director Contract

Sara Zumwalt reported there will be a change to Leslie's new contract for IHLS to pay for up to 4 professional memberships not to exceed \$700 annually. In addition, they offered the possibility of a longer contract length.

New Business

April Board Meeting

Leslie Bednar asked for the meeting to be moved to April 30th to give additional time to prepare the draft budget and Operational Plan in addition to allowing the board ample time to review.

Board Officers Nominating Committee

Leslie Bednar reported Sara will need to consider who will sit on the Nomination committee for board officers.

Agenda Building

The committee discussed the March board meeting agenda.

Public Comment

None

Announcements

None

Adjournment

Sandy West motion to adjourn. Bev Obert second. Adjourned 5:59 p.m.