



EXECUTIVE COMMITTEE MEETING MINUTES

Date: April 17, 2019

Time: 5:00 p.m.

Call to Order

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

Roll Call

Members present: Sara Zumwalt (exited 6:15 p.m., Sandy West (exited 5:24 p.m.), Bev Obert, Mary Smith, Stacey Carter (entered at 5:03 p.m.)

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of March 2019 Minutes

Bev Obert motion to approve the March 2019 minutes. Sandy West second. Motion carried.

SHARE Update

Leslie Bednar reported that Zach Henderson has been working on new training resources. The Bibliographic Services team is fully staffed. Cassandra Thompson and Lesley Zavediuk continue to look at e-resource options for all IHLS member libraries.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported our accounting assistant has moved to 32 hours per week and is helping human resources with some of the administrative duties and also assisting with accounts payable.

IT

Leslie Bednar reported the IT Specialist position has been reclassified to Web and IT Administrator.

Facilities and Operations

Leslie Bednar reported with the resignation of the Operations manager at the Carbondale hub, the Edwardsville Operations manager is temporarily filling in to take care of both locations. Staff in Edwardsville and Carbondale have been appointed to lead sorter to help. These changes are

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to help save cost in having a full time Operations manager in Carbondale. Since the Carbondale location is leased there is no need for the Operations manager to take care of building issues.

Membership and Grants

Leslie Bednar reported membership certification is complete and the staff have turned their focus to programming. They are starting with programs for trustees with the first session to be held on May 11 at Edwardsville Public Library.

Administration

Leslie Bednar reported that our support of the Reaching Forward South conference this year will be focus on ensuring members are have no barriers to attendance. IHLS will cover the registration fee and travel cost for members for who this would be difficult. Currently there are 44 members registered to attend the Design Thinking for Libraries workshop.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet.

Budget and Finance Committee

Bev Obert shared the committee reviewed the budget and Reallocation of Capital Funds for Champaign. They will meet again on May 14.

Facilities and Operations Committee

The committee did not meet.

Membership and Policy Committee

Mary Smith reported the committee met and reviewed summary of certification and the application of two new libraries.

Personnel Committee

Stacey Carter reported the committee met and reviewed the new IT job description.

Nominating Committee

Leslie Bednar reported the ballot has closed. The committee notified all applicants of the results. The board will be notified at the May meeting of the results. Approximately 20% of our membership participated in the vote.

Unfinished Business

Board Officers Nomination Committee

Sara Zumwalt has found 3 board members to run for officer positions at this time.

New Business

Personnel

None

Member at Large

Sara Zumwalt appointed Mary Smith as Member at Large.

Draft FY2020 Operational Plan

Leslie Bednar reviewed the plan with the committee. This year every staff member in every department has been part of the planning process by reviewing with their team mates.

Draft FY2020 Operational Budget(s) and Narrative

Leslie Bednar reviewed the draft budget and narrative with the committee.

Membership Considerations

Leslie Bednar shared the East St. Louis Learning Resource Center membership type will be revised from academic to special library. And the Vienna Correctional Center has applied for system membership as a special library. This will bring our membership to 522 libraries.

May Board Meeting

Leslie Bednar reported there will be a change of date for the May board meeting. We have polled the remote sites for their availability the week of May 20th. A poll will go out to board members to determine the final date.

June Board Meeting

Leslie Bednar reported the meeting will be held at the Edwardsville hub and we will be acknowledging four retiring board members.

Agenda Building

The committee reviewed the agenda.

Public Comment

None

Announcements

None

Adjournment

Mary Smith motion to adjourn. Bev Obert second. Adjourned 6:31 p.m.