



## EXECUTIVE COMMITTEE MEETING MINUTES

February 13, 2017

Time: 4:00 p.m.

(via phone, Adobe Connect, and at the office listed below)

6725 Goshen Road, Edwardsville, IL 62025

### Call to Order

-Sandy West called the meeting to order at 3:49 p.m.

### Roll call

Sandy West

Sarah Isaacs

Rachel Fuller – entered 3:54 p.m., dropped connection 4:52 p.m., rejoined 4:57 p.m.

Tina Hubert - left 5:25 p.m.

Geoff Bant

### Public Comment

-None

### Approval of January 2017 minutes

-Sarah Isaacs motion. Tina second. Motion approved.

### Administrative Updates:

#### *Accounting*

- ISL has requested 6-month report which is great. OCLC staff working toward a project audit: have not had one in several years—this is a major undertaking considering the shape of record keeping when the project was transferred to EDW.

#### *IT*

-Decatur RFID project: we are learning as they are learning; major Polaris upgrade on April 14. Screwdriver software update also to be scheduled in April.

#### *Facilities and Operations*

- Delivery survey out to members: due in one week. The iPads are out on all routes. The Director and Operations Director reviewed the RAILS draft RFP for a statewide delivery consultant to recommend optimal hub location and delivery design. IHLS is not tied to the conclusions.

#### *Grants and Membership*

- SHARE staff have been meeting with member public libraries that meet the criteria for the Wal-Mart grant. To date, Jonesboro Public Library has begun the process of transitioning to SHARE

membership. At least one library has replied they cannot move forward with membership even with the grant assistance.

**Administration**

-The new IHLS logo was shared. Bill HB2533 and Senate Bill 0864 were introduced concerning library districting rules. We are trying to understand their intent and what exactly they hope to accomplish. Leslie working with a new committee to put together a continuing education program together for new public library directors. Meeting of libraries who went through Synergy and a committee was formed to be modeled after Synergy called Libraries Lead Illinois. First session to occur FY2018.

**Open Meetings Act Compliance**

-The board is on target with compliance. Jim Fenton was the FOIA officer and Clyde Hall has agreed to take over the position.

**Committee Updates:****Advocacy**

- Sandy West reported they plan to present draft goals and activities, in addition they plan to have a 30 second elevator speech ready for the board at the March meeting.

**Finance**

-Tina Hubert reported the committee performed routine procedures.

**Personnel**

-The committee did not meet.

**Facilities and Operations**

-The committee did not meet.

**Policy & Membership**

-Committee voted to recommend suspension for Centreville Public Library. As of February 6 more than ½ of our members have completed certification.

**Unfinished Business:****Champaign Office Roof Replacement**

-The decking, soffit, fascia and work around HVAC units is completed as is repair to west side of roof. Now waiting for inspection by insurance company that will issue the 20-year guarantee. Clean up in office is being scheduled.

**Local Government Travel Expense Control Act**

- Leslie Bednar reported the personnel committee will meet in March to decide how we will move forward with this resolution.

**System Board Authority**

-Update on internal procedures to keep IHLS compliant.

**Open Board Position**

-Sandy West asked the committee to accept her recommendation of Debbie Owen.

**New Business:****FY2017 Plan of Service**

-Update and review of progress to date. It reflects current financial restraints. Positive strides were made with progress on firewalls/data security in addition to moving forward on record retention.

**IHLS Member Day**

-To be held April 18 at the Effingham Convention Center, followed by SHARE SemiAnnual meeting. Save the date notice going out PDQ! Morning general session on Advocacy: John Chrastka (Every Library), Patti Piotrowski (ILA Pres.) and Jacob Roskovenski (ISLMA Pres. Elect). Followed by breakout sessions. Appeal to all library types AND board members.

**June Board/Annual Meeting**

-Current date for board meeting is June 27. In order to not conflict with ALA we are looking at two alternative dates, June 20 or June 28. The Executive committee is considering holding the annual meeting at Carbondale location.

**Review March Board Meeting Agenda**

-The agenda was reviewed and accepted without changes.

**Public Comment**

-None

**Announcements**

-Sandy West reminded committee members to register for meetings in L2. Also to provide bios for the website.

**Adjournment**

-Rachel Fuller motion. Sarah Isaacs second. Adjourned at 5:47