

EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 11, 2020

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

Roll Call

Members present: Stacey Carter, Sandy West, Bev Obert, Mary Smith, Tina Hubert

Others present: Leslie Bednar, Julia Pernicka

Public Comment

None

Approval of February 2020 Minutes

Mary Smith motioned to approve the February 2020 minutes. Sandy West seconded. Motion carried.

SHARE Update

Leslie Bednar reported there is a new member library, Gillespie High School Library. Dena Porter has been appointed as the new SHARE Administrative Services Supervisor.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported the accounting staff has been busy with budget proposals. Human Resources, along with the Leadership team, is creating a message to send to staff regarding COVID-19. Plans are in place if additional steps are necessary. It has been decided effective immediately, part-time staff will earn sick leave at a rate based on their average weekly hours.

IT

Leslie Bednar reported the IT department is busy getting budget items together. They are also preparing for the needs of any staff who need to work remotely.

Facilities and Operations

Leslie Bednar reported it is time to sign agreements with the University of Illinois on behalf of the Consortium of Academic and Research Libraries in Illinois (CARLI) for the Illinois Library Delivery Service (ILDS)s. There is still a need to discuss the transfer of items from Carbondale

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

and East Peoria. It is not financially feasible for IHLS to move hubs.

Membership and Grants

Leslie Bednar reported 40 public and 50 school libraries still need to completed certification this spring. It is now at the point of calling the libraries who have not completed certification. Some libraries have had difficulty logging in to the traffic survey.

Administration

Leslie Bednar reached out to the Reaching Across Illinois Library System (RAILS) on topics for the joint RAILS/IHLS meeting. Bev Obert mentioned also the Illinois Library Delivery System (ILDS) delivery and moving a hub.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Stacey Carter reported they did not meet.

Budget and Finance Committee

Bev Obert reported the committee met and discussed routine topics. The next meeting is April 13th.

Facilities and Operations Committee

Sandy West reported the committee did not meet.

Membership and Policy Committee

Tina Hubert reported the committee met and reviewed the draft Public Comment Policy. The next committee meeting is April 6th.

Nominating Committee

Stacey Carter reported an individual is interested in running for a board position and they live over an hour away from a hub. If they are elected, we may need a videoconference option around the Metropolis area. There are funds in the budget to update the current VTEL locations to Zoom locations.

Personnel Committee

Mary Smith reported the committee met and reviewed the Personnel Code sections I and II. Some updates are due to the changes in the law. The document has also been changed to be less legal and more people friendly. There will be an additional meeting in March with the next scheduled for March 31 to review sections III-VI.

Unfinished Business

FY2020 Board Networking Events

Leslie Bednar reported the board networking event is scheduled for March 24th at the Illinois State Library (ISL). Susan Pennington and Stacey Carter will be the hosts. Topic for discussion is Community Engagement presented by Anna Yackle.

Draft Public Comment Policy

Tina Hubert reported the committee reviewed comments on Public Comment Policy and made minor changes to clarify. Ellen Popit will reach out to members who commented online. The policy will be presented at the next board meeting for resolution.

New Business

IHLS Personnel Code Review

--Section I. Introduction

--Section II. Employment Process

Committee reviewed both sections and agreed to move to the board in March for consideration.

March Board Meeting Agenda

Committee recommended the following items be included on the March 24 board meeting agenda: draft Public Comment Policy, FY2020 Budget and Operational Plan review (including System Area & Per Capita Grant Timeline showing completed projects), update on COVID-19 impact on member libraries.

Public Comment

None

Announcements

Leslie Bednar reported the System Area & Per Capital grant application instructions from the Illinois State Library have been received. It includes the same level of funding for FY2021 as the current year.

Adjournment

Tina Hubert motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 6:01 p.m.