

EXECUTIVE COMMITTEE MEETING MINUTES

Date: September 12, 2018

Time: 5:00 p.m.

Call to Order

Sara Zumwalt called the meeting to order at 5:00 p.m.

Roll Call

Members present: Sara Zumwalt, Geoff Bant, Beverly Obert, Stacey Carter (entered 5:03 pm)

Members absent excused: Sandy West

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of Minutes

Stacey Carter motion to approve the August minutes. Beverly Obert second. Motion carried.

SHARE Update

Leslie Bednar reported the SHARE staff is continuing to work with schools and training is increasing. The Cataloging Maintenance Center staff have been traveling around quite a bit to provide training.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported cleanup and journal entries from the audit are in process. Also working on management discussion and analysis (MD&A) section of the audit. A new position for Marketing Coordinator will be posted soon. Effective 1 October 2018 we will be moving to new benefit vendors for staff.

IT

Leslie Bednar reported time clocks will be installed soon. Operations and part-time staff will be using the time clock for more accurate time keeping.

Facilities and Operations

Leslie Bednar reported we have received some estimates for an upgrade to the Champaign kitchen. In the Carbondale office there is a large space available that we are exploring as a

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training space.

Membership and Grants

Leslie Bednar reported conference season is upon us, and our staff will be attending several including IHLS Member Day. Our Grants Specialist continues to work with small libraries on dedicated grants.

Administration

Leslie Bednar reported Member Day planning is underway. Also working on compiling the Annual Report. The report will be shared with board members when it is complete.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet and will poll for an October meeting.

Budget and Finance Committee

Bev Obert reported the auditors provided the committee with a presentation, and there will be a formal presentation at the board meeting. Committee accepted the bills and financial reports for August. In addition, a space planning consultant and employee benefits were discussed.

Facilities and Operations Committee

Sara Zumwalt reported the committee received an update on ILDS and the mine subsidence repair needs in Edwardsville and discussed the need for a space planner to address expanding the delivery area while keeping a quiet work environment for Edwardsville staff.

Membership and Policy Committee

Geoff Bant reported the committee did not meet.

Personnel Committee

Stacey Carter reported the committee reviewed the organizational chart and reviewed the job description for the part-time marketing position.

Unfinished Business

Open Board Seat

Sara Zumwalt reported Janet Jenkins from Robinson CUSD #2 school will be filling the open board seat until her retirement. Leslie Bednar will meet with Janet next week for orientation.

Facilities

Leslie Bednar (see above Facilities and Operations Committee)

New Business**FY2019 Organizational Chart**

The committee reviewed the chart.

Benefits Proposal for Part-Time Staff

Leslie Bednar reported the medical, dental and vision benefits will renew in October. The proposal is to offer life insurance to part-time staff. Committee recommends this issue be presented to the full board.

Space Planning

Leslie Bednar reported in Champaign the bathrooms need to be made ADA compliant and the kitchen needs an upgrade. A search for grants to help defray cost is underway, and these two improvements should conclude the interior renovations in this location.

In Edwardsville there will be repairs made due to mine subsidence damage and when this occurs it makes sense to reconfigure space and layout. Currently increases in volume have necessitated expansion of delivery space which in turn has affected noise levels for all building staff. The committee recommends this issue be presented to the full board.

September Board Meeting Agenda

Committee reviewed September board meeting agenda and considered items to add to the meeting.

Public Comment

None

Announcements

None

Adjournment

Geoff Bant motion to adjourn at 6:04 p.m. Stacey Carter second. Motion carried.