

EXECUTIVE COMMITTEE MEETING MINUTES

Date: April 18, 2022

Time: 3:00 p.m.

Call to Order

Josh Short called the meeting to order at 3:00 p.m.

Roll Call

Members present: Loretta Broomfield, Stacey Carter, Chastity Mays, Josh Short

Members absent: Karen Bounds

Others present: Leslie Bednar, Stacie Bushong, Ann Chandler

Public Comment

A board member submitted concerns received from IHLS members. No discussion followed.

Approval of, 2021 Minutes

Stacey Carter motioned to approve the March 14, 2022, minutes. Chastity Mays seconded. Motion carried unanimously by roll call vote.

SHARE Update

The executive director reported the annual SHARE budget review meeting is upcoming.

Administrative Updates

Accounting and Human Resources

The executive director reported IT is completing the documents for the System Area and Per Capita Grant application. HR is preparing to roll out the new staff handbook.

IT

Team continues working to finalize changes and details with the vendor on the new website.

Facilities and Operations

The Delivery on the Go Service (DOGS) is a best practice that originated with the Rolling Prairie Library System. Member libraries have been sent orange bags to use if needed to facilitate faster receipt of patron requests.

Membership and Grants

The executive director reported all quarterly reports are submitted on time and Member Day

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planning is underway.

Administration

The executive and accounting directors met with the Consortium of Academic and Research Libraries in Illinois (CARLI) regarding a potential lease of part of the Champaign hub.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee met on April 6 and held a routine meeting.

Budget and Finance Committee

The board president reported the committee met and discussed all items listed later in this agenda.

Facilities and Operations Committee

The committee chair reported the committee did not meet.

Membership and Policy Committee

The committee chair shared questions from the committee about the FY2023 Operational Plan and have asked for follow up at the next meeting. The executive director provided answers to some of the questions.

Personnel Committee

The committee chair reported the committee did not meet but received a written report.

Nominating Committee

The executive director reported the committee will meet soon to finalize the election results.

Unfinished Business

Automatic Material Handler

The executive director reported that the work with Greg Pronevitz has been valuable and he has provided information and guidance. A Request for Information (RFI) will go out later this week.

FY2022 Champaign Restroom Improvements

The executive director reported the only items needed to complete the remodel are the bathroom stalls.

FY2022 Edwardsville Building Updates

The executive director reported the current goal is to create a meeting space on the lower level.

New Business

Illinois Funds Investments

The executive director reported that information has been provided upon request from the board at the March meeting. Questions from committee members were answered.

Vehicle Surplus List

The executive director reviewed the document with the committee members. The vehicles will not be put up for sale until they are replaced.

Stacey Carter motioned to approve the vehicle surplus list. Chastity Mays seconded. Motion carried unanimously by roll call vote.

IHLS Historical Budget vs. Actual

The executive director reviewed the document with the committee members.

FY2023 System Area and Per Capita Grant

The executive director reviewed the FY2023 Draft Budget and Narrative and Draft Operational Plan with the committee members and answered questions.

FY2023 Board Meetings

The committee discussed options for holding meetings in person or virtually moving forward.

Agenda Building

The committee discussed items for the April board meeting agenda.

Public Comment

None

Announcements

None

Adjournment

Loretta Broomfield motioned to adjourn. Chastity Mays seconded. Motion carried unanimously by roll call vote. Adjourned at 3:53 p.m.