



BOARD OF DIRECTORS MEETING MINUTES

January 28, 2020
5:00 p.m.

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464
Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

3	Elect Tina Hubert Board Vice President	Carried
5	Appoint Tammy Krouse School Library Representative	Carried
6.1	Approve the January 28, 2020 Consent Agenda a. Approval of November 26, 2019 Minutes b. Approval of December 12, 2019 Minutes c. Director and Staff Activity Report	Carried
7.1	Accept the November 2019 Bills	Roll Call – Carried
8.1	Accept the December 2019 Bills	Roll Call – Carried
9.1	Accept the December 2019 Financial Reports	Carried
18.2	b. Approve Minimum Wage Review	Roll Call – Carried
18.3	c. Approve Investment Update	Roll Call – Carried
18.5	e. Approve OCLC Audit	Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Carbondale: Loretta Broomfield, Sandy West
Champaign: Bill Wagner
Decatur: Stacey Carter, Beverly Obert
Edwardsville: Frank Bandre, Tina Hubert, Josh Short, Mary Smith
Effingham: Janet Jenkins
Illinois State Library: Susan Pennington
Zoom: Karen Bounds
Absent excused: Gary Denué, Charlene Topel

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale: Troy Brown, Ellen Popit, Shelley Stone, Anna Yackle

Champaign: Robert Brady

Edwardsville: Leslie Bednar, Stacie Bushong, Brandon Chapman, Colleen Dettenmeier, Rhonda Johnisee, Susan Palmer, Dr. Randy Pearson, Julia Pernicka, Linda Petty, Zachary Schleicher, Sarah Taylor,

Cassandra Thompson

Illinois State Library: Pat Burg, Rita Stephens

Elect Tina Hubert Board Vice President

Bev Obert motioned to elect Tina Hubert Board Vice President. Sandy West seconded. Motion carried.

Appoint Mary Smith Member at Large

Stacey Carter appointed Mary Smith Member at Large.

Appoint Tammy Krouse School Library Representative

Susan Pennington motioned to appoint Tammy Krouse as School Library Representative. Janet Jenkins seconded. Motion carried.

Stacey Carter asked for a motion to move 17a up ahead of the Consent Agenda.

Tina Hubert motioned to move item 17a ahead of the Consent Agenda. Josh Short seconded. Motion carried.

Laboratory for Applied Spatial Analysis (LASA) Presentation

Leslie Bednar introduced Dr. Randy Pearson and Zachary Schleicher from Southern Illinois University Edwardsville (SIUE) to share the results of their analysis of statewide library routing scenarios. She explained that collectively colleagues at the Illinois State Library, LASA, and Reaching Across Illinois Library System have been looking at this question for a couple of years now. Delivery is the single service IHLS provides that touches nearly all system members and is a bedrock of resource sharing.

Consent Agenda

Susan Pennington motioned to approve the consent agenda. Josh Short seconded. Motion carried.

Acceptance of Bills November 2019

Tina Hubert motioned to accept the November 2019 bills. Bill Wagner seconded. Motion carried unanimously by roll call vote.

Acceptance of Bills December 2019

Bill Wagner motioned to accept the December 2019 bills. Frank Bandre seconded. Motion carried unanimously by roll call vote.

December Financial Reports

FY2020 Grants Status

IHLS has received \$1,209,700.32 of the FY2020 SAPG (System Area and Per Capita Grant). This is the federally funded Library Services and Technology Act (LSTA) and the General Revenue allotments of the SAPG funds. IHLS has received \$188,160.50 of the FY2020 CMC (Cataloging Maintenance Center) Grant funds, and \$169,804 of the FY2020 OCLC (Billing) Grant funds.

General Fund

Total revenues "YTD Actuals" are below "YTD Budget" by (25.7%), which is primarily due to having received only 35.6% of the FY2020 SAPG approved allocation. Total expenses "YTD Actuals" are below "YTD Budget" by 12.1%. The General Fund cash balance was \$5,002,357.88. This balance would fund IHL General Fund operations an estimated 16.6 months based on the current FY2020 approved expenditure levels. This balance would fund both General Fund and the outstanding (6 months) CMC grant revenue for approximately 15.8 months.

SHARE

Fees for services and materials "YTD Actuals" \$1,230,698.12 represents 96.2% of the projection in the FY2020 budget. As of December 31, 2019, 97.9% of the \$1,230,698.12 has been collected. Total Expenses "YTD Actuals" are below "YTD Budget" by (1.2%). The SHARE cash balance of \$2,098,262.44 represents \$896,430.15 of SHARE Reserve Funds, \$218,767.55 of committed funds for eBooks Cloud subscription purchases, and \$983,064.74 unrestricted (SHARE Operations). The unrestricted funds will fund SHARE Operations approximately 7.4 months based on current FY2020 Operations Budget.

Susan Pennington motioned to accept the December Financial Reports. Karen Bounds seconded. Motion carried.

FOIA Update

Troy Brown reported we received a quarterly request from Smart Procure and the Accounting staff responded in a timely fashion.

OMA Update

None

Public Comment

None

Communication

None

Staff Report

Staff Update

Leslie Bednar reviewed the staff retirements and resignations.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Pat Burg shared Project Next Generation grant applications will be accepted through March 15th. The Public Library Construction Act Grant Program applications are due on April 15th. Adult Literacy grant applications are due on February 3rd. The FY2020 Illinois Public Library Annual Report (IPLAR) survey is now open. The 2020 Survey is similar to 2019, but the Capital Needs Assessment is not required this

year. The Public Libraries Survey Search and Compare Tool is now available. During FY2019, over 14,303,767 million books, magazines, DVDs, and other cataloged library materials traveled around the state. Through the physical delivery of materials, resources were shared among 1,801 libraries of all types. Illinois Heartland Library System (IHLS) delivered 4,505,471 items; Reaching Across Illinois Libraries System (RAILS) delivered 9,033,465 items, and Illinois Library Delivery Service (ILDS) shared 764,831 items. In addition, the Chicago Public Library System (CPLS) processed 1,108,213 interlibrary loans for ILLINET member libraries. The Interlibrary Loan Traffic Reciprocal Borrowing and Statistical Survey and Library Certification are both due on March 31st.

Committee Reports

Executive

Stacey Carter reported the committee met and discussed the Minimum Wage Review, open board seat, LASA, and Draft Public Comment policy.

Budget and Finance

Bev Obert reported the committee met in November and December and held routine meetings. In addition, they discussed the Minimum Wage and the OCLC Audit.

Policy and Membership

Tina Hubert reported the committee met and discussed the Public Comment policy. Issues with member non-compliance have been solved. The committee will not meet in February.

Facilities and Operations

Sandy West reported the committee did not meet.

Personnel

Mary Smith reported the committee began their overview of the Personnel code. The next meeting is March 4th, 4:00 p.m.

Advocacy and Education

Stacey Carter reported the committee discussed the upcoming legislative meetups. The Marketing Coordinator shared a presentation to encourage the committee to decide how marketing can assist with advocacy efforts. The next meeting is February 11th, 5:00 p.m.

Nominating

Stacey Carter reported that Louise Greene (Richland Community College, Decatur) is the 6th member of the committee (academic library representative). The committee set February 11th as the deadline for the nomination survey and March 13th- April 13th as the date range for the election. The committee will meet on February 12th to review the results of the nomination survey.

Unfinished Business

Laboratory for Applied Spatial Analysis Presentation

Report given prior to the Consent Agenda.

New Business

Draft Public Comment Policy (First Reading)

Tina Hubert reported the policy provides guidelines for public comment during meetings. IHLS staff will create a process to handle public comment requests. Leslie Bednar said the draft policy will be posted for member feedback.

Minimum Wage Review

Leslie Bednar reviewed the information with the group. The executive committee recommended Option One with the caveat that the board determines if one or two increases will occur in FY2021.

Sandy West motioned the board approve Option One with a single increase as presented in documentation. Josh Short seconded. Motion carried by roll call vote. Frank Bandre – yes, Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Tina Hubert – yes, Bev Obert – yes, Susan Pennington – yes, Josh Short – yes, Mary Smith – yes, Bill Wagner – yes, Sandy West – yes, Janet Jenkins – abstain.

Tina Hubert noted she appreciates all the work staff put into the calculations for the board (including the differential) in preparation for the meeting packet.

Investment Update

Leslie Bednar reported part of this investment strategy, with a recommendation to maximize investment revenue, is to move just under \$250K to a 12-month certificate of deposit (CD) with a yield of 1.9%. This rate is higher than the Illinois Funds daily balance of the last few months and will not tie up too much of IHLS available cash.

Bev Obert motioned to approve opening a savings account and purchase a 12-month Certificate of Deposit (CD) with Scott Credit Union. The Executive Director will arrange for the CD to be purchased for \$245,000 and an additional \$5 savings account. Susan Pennington seconded. Motion carried unanimously by roll call vote.

Board Networking Events

Leslie Bednar reviewed the schedule with the group. The next event will be held on March 24 at the Illinois State Library.

OCLC Audit

Leslie Bednar reported IHLS has managed the billing for OCLC services on behalf of the Illinois State Library since the system(s) merger. In the last 8+ years, we have had one audit of the fiduciary fund. In November 2019, Scheffel Boyle proceeded with a compliance audit on agreed-upon procedures. Going forward, we will include this audit with our other year-end audits. Rhonda Johnisee reviewed the response with the group.

Bev Obert motioned to accept the OCLC audit. Bill Wagner seconded. Motion carried.

Agenda Building

Public Comment Policy, changes in the financial policy and bylaws. Time clock demonstration video.

Public Comment

None

Announcements

Stacey Carter reminded everyone about the upcoming legislative meetups. March 7th, 2020: ILA Trustee Workshop at the Illinois State Library. IHLS can support the attendance of 3 board members which includes: mileage, one night's lodging, and meal. Please contact Leslie/Stacie B. Registration closes on February 6th. Tina Hubert thanked IHLS for allowing Six Mile Regional Library District staff to use meeting space. Also, the Granite City School District has a new superintendent.

Adjournment

Karen Bounds motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 6:59 p.m.

DRAFT