



Illinois Heartland Library System

BOARD OF DIRECTORS MEETING MINUTES

August 28, 2018

5:00 pm

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
C.E. Brehm Public Library: 101 South 7th Street, Mt. Vernon, IL 62086, 618-242-6322
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
Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

Table with 3 columns: Item Number, Description, and Action. Items include agenda approvals, bill acceptances, financial reports, employment matters, and board evaluations.

Call to Order

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

Roll Call

Board Members:

Champaign: Geoff Bant, Bev Obert
Decatur Public Library: Stacey Carter, Melanie Allen (exited at 5:40 p.m.)
Edwardsville: Tina Hubert, Robert Paarlberg, Mary Smith
Illinois State Library: Susan Pennington
Mt. Vernon: Sara Zumwalt, Sandy West, Charlene Topel, Sharon Yearwood (entered at 5:04 p.m.)
Southeastern Illinois College: Gary Jones
Absent, excused: Gary Denué

Other Attendees:

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Champaign: Robert Brady, Joan Bauer

Edwardsville: Rhonda Johnisee, Adrienne Elam

Illinois State Library: Greg McCormick, Pat Burg, Rita Stephens, Deb Aggertt

Mt. Vernon: Leslie Bednar, Troy Brown, Stacie Bushong, Anna Yackle, Susan Palmer, Dominique Granger, Arlanna Fries, Esther Curry, Kim Keller

Consent Agenda

Mary Smith motion to approve the consent agenda. Charlene Topel second. Motion carried.

Approval of July 2018 Bills

Sandy West motion to approve the July 2018 bills. Tina Hubert second. Motion carried unanimously by roll call vote.

Financial Reports

Adrienne Elam stated the July reports reflect an obligation of \$1,095,499.99. This is the remaining allocation due for the FY2018 System Area and Per Capita Grant (SAPG). IHLS received an SAPG payment on August 2 for \$365,166.67. With the August payment the current outstanding due is \$730,333.32. All IHLS special revenue grants were approved for FY2019—OCLC (OCLC Billing Grant), CMC (Cataloging Maintenance Center), and TMQ (The MARC of Quality). Additionally, our FY2019 SAPG application was approved at requested levels. The General Fund is currently supporting all operations at this early point in the fiscal year. It can support General Fund operations only for 13 months without any additional revenue. If we include special revenue funds it will support those operations for 11 months.

Tina Hubert motion to accept the financial reports. Sandy West second. Motion carried.

FOIA Update

Leslie Bednar reported we have had one Freedom of Information Act request. Troy Brown explained it is a commercial request from Smart Procure. They requested electronically editable files only. The requested documents were provided within the legal timeframe.

OMA Update

None

Public Comment

None

Communication

Leslie Bednar shared information on the Members Matter events and a schedule will be sent out soon via the announce list and board listserv. Troy Brown shared information regarding emails and what to look for to know if they are safe or if they may harm your phone, tablet, laptop or desktop device.

Staff Report

Staff Update

None

Secondary Employment

Tina Hubert motion to accept the Executive Directors recommendation of secondary employment. Sandy West second. Motion carried.

Illinois State Library Report

Greg McCormick shared the library systems and public libraries will receive information soon on the state statute for library board members and the rules and policies in place. He also noted the Illinois Heartland Library System is supporting Trustee Day offering to cover the cost for their board members to attend and encouraged board members to consider participation this year. Several grants are available online (or soon will be): Public Library Per Capita grants ; FY2019 Live and Learn Construction Grants. The FY2019 School Library Per Capita grants are due October 15. Also the ILLINET ILL Traffic Survey is now posted. The survey is part of annual certification.

Last week ISL staff hosted a delivery meeting with staff from Reaching Across Illinois Library System (RAILS), IHLS, and the Consortium for Academic and Research Libraries (CARLI). Data from the Laboratory of Applied Spatial Analysis / SIUE (LASA) was shared as part of the conversation and it was a productive meeting. IHLS will submit data to LASA to give a more complete statewide picture of system delivery. The Association of Rural and Small Libraries (ARSL) conference is coming up with 780 registrants, making it the largest number of attendees ever. There will be a reception at the Illinois State Library on September 12 with 450 expected to attend. Dr. Carla Hayden from the Library of Congress will be attending via videoconference.

Committee Reports

Executive

Sara Zumwalt reported the committee held a routine meeting. There will be a poll for the committee to decide the September date and time.

Finance

Bev Obert reported the committee held a routine meeting, with an update on the financial audit status.

Membership & Policy

The committee did not meet.

Facilities & Operations

The committee did not meet and will meet in September.

Personnel

The committee did not meet.

Advocacy

The committee did not meet. A poll will go out for an October meeting date.

Unfinished Business

Executive Director Evaluation

Stacey Carter motion to go into closed session. Charlene Topel second. Entered closed session at 5:49 p.m. Sandy West motion to return to open session. Stacey Carter second. Returned to open session at 6:00 pm.

Sandy West motion to give the Executive Director a 5% salary increase. Bob Paarlberg second. Motion carried with a roll call vote. Geoff Bant – yes, Stacey Carter – yes, Tina Hubert – yes, Gary Jones – yes, Robert Paarlberg – yes, Susan Pennington – yes, Mary Smith – yes, Charlene Topel – yes, Sandy West – yes, Sharon Yearwood – yes, Sara Zumwalt – yes. Bev Obert – no.

Sara Zumwalt asked for volunteers to sit on the committee to negotiate the Executive Director's contract which is due next year.

Facilities

Leslie Bednar shared that the Champaign building remodel is complete and a new sign has been installed on the exterior. The Edwardsville building will get new exterior signs installed Friday (weather permitting). Meeting with a new firm on Friday to discuss options regarding mine subsidence damage. Pleased to be collaborating with LASA / SIUE again. Look forward to the possibilities of improving delivery service statewide.

Open Board Seat

Sara Zumwalt reported she has invited another school librarian to fill the vacant seat and is waiting for a reply. If none, she will contact additional school librarians.

New Business

FY2019 IHL Board Committee Appointments

Sandy West motion to accept the FY2019 board committee appointments. Bev Obert second. Motion carried unanimously by roll call vote.

IHLS Ethics Commission

Stacey Carter motion to appoint Gary Jones and Gary Denué to continue their service on the IHLS Ethics Commission. Sharon Yearwood second. Motion carried.

Elect Freedom of Information Act (FOIA) Officer

Tina Hubert motion to retain Gary Denué as FOIA officer. Mary Smith second. Motion carried.

Elect Open Meetings Act (OMA) Officer

Sandy West motion to retain Tina Hubert as the OMA officer. Charlene Topel second. Motion carried.

ILA Trustee Day

Leslie Bednar shared the system is willing to cover travel, hotel and meal expenses for board members to attend Trustee Day if they are able to participate that day. To date, one board member has confirmed attendance.

Delivery Review

Leslie Bednar and Susan Palmer shared information on delivery service costs and the results of the delivery survey.

Agenda Building

Audit, board citation review reminder, open board seat

Public Comment

None

Announcement

Bev Obert shared Atwood-Hammond Public Library Trustees were grand marshals at the Atwood Apple Dumpling Festival Parade in August. Sara Zumwalt invited everyone to Harry Potter Day at the Litchfield Public Library.

Adjournment

Susan Pennington motion to adjourn. Sharon Yearwood second. Motion carried. Adjourn 7:04 p.m.