



## BOARD OF DIRECTORS MEETING MINUTES

August 23, 2022

5:00 p.m.

3.1	Approve the August 23, 2022 Consent Agenda a. Approval of July 26, 2022 Minutes b. Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the July 2022 Bills	Roll Call - Carried
5.1	Accept the July 2022 Financial Reports	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
	Approve Secondary Employment	Roll Call - Carried
14.1	Board Committees	Roll Call - Carried
15.2	Ethics Commission	Roll Call - Carried
15g	Approved Item for September Agenda	Roll Call - Carried
	Adjourn	Roll Call - Carried

### Call to Order

Josh Short called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Loretta Broomfield, Karen Bounds, Stacey Carter, Ann Chandler, Ryan Johnson, Tammy Krouse, Kevin Kelsey, Kevin Latoz, Chastity Mays, Linda McDonnell, Josh Short, Kelley Sullivan

#### Absent:

Tiffany Droege, Jenna Griffith, Zach Newell

#### Other Attendees:

Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Leah Gregory, Rhonda Johnisee, Casey Parr, Ellen Popit, Rita Stephens, Sarah Taylor, Cassandra Thompson, Jill Trevino, Anna Yackle

### Consent Agenda

A motion and second were made to accept the consent agenda. Motion carried unanimously by roll call vote.

### Acceptance of Bills July 2022

A motion and second were made to accept the July 2022 bills. Motion carried unanimously by roll call vote.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **July Financial Report**

Rhonda Johnisee shared the following report.

### **FY2023 Grants Status**

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783 and Online Computer Library Center (OCLC) - \$160,318.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted.

The Library Trustee Training Grant was originally submitted with a request for \$242,317 but the Illinois State Library (ISL) asked us to revise the grant with a lower requested amount due to available funds. We resubmitted with a request of \$156,844 and it was approved this month. At the September board meeting, the amended budget for this grant and General fund will be presented because of the change in Grant Admin fees.

We will also have a budget amendment at that time for the Capital Projects Fund because Consortium of Academic and Research Libraries in Illinois (CARLI) asked if IHLS could pay for the wall they would like built before moving into their leased space and they would reimburse us. So, it will be a wash, but we will still need approval for the change in budget amounts.

### **July 2022 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through July 31, 2022.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2023 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2023 Budget." As of July 31, 2022, the target benchmark of the remaining budget should be 92% for all budget line items. Any items with percentages less than those amounts are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 92.3%. Total Expenses YTD Actuals are above YTD Budget by 7.6%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,352,624.08 represents 89.3% of the projection in the FY2023 budget. As of July 31, 2022, 13.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 82.2%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents as of July 31, 2022, the General Fund cash balance was \$4,628,621.54. This balance would fund IHLS General Fund operations an estimated 11.9 months based on the FY2023 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds for an estimated 9.7 months.

## **SHARE**

Cash and Cash Equivalents as of July 31, 2022, the SHARE cash balance of \$2,269,515.07 represents \$1,102,103.14 of SHARE Reserve Funds, \$35,636.10 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,131,775.83 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 7.0 months based on the FY2023 operations budget.

A motion and second were made to accept the July 2022 Financial Report. Motion carried unanimously by roll call vote.

## **FOIA Update**

None

## **OMA Update**

None

## **Public Comment**

None

## **Communication**

The Executive Assistant shared a Power Point presentation on Board and Staff Collaboration. The Administrative Assistant and Project Manager for Member Day gave an update on the event progress.

## **Staff Report**

### Personnel

None

### Staff Update

A motion was made to remove the salary changes from the report. Motion failed.

A motion and second were made to accept the Staff Report. Motion carried by roll call vote. Loretta Broomfield - yes, Karen Bounds- yes, Stacey Carter - yes, Ann Chandler - no, Ryan Johnson - yes, Tammy Krouse - yes, Kevin Kelsey - yes, Kevin Latoz - yes, Chastity Mays - yes, Linda McDonnell - yes, Josh Short - yes, Kelley Sullivan – yes.

### Secondary Employment

A motion and second were made to accept the Secondary Employment. Motion carried unanimously by roll call vote.

## **Illinois State Library (ISL) Report**

Pat Burg reported the ISL procedures to fill board trustee vacancies under Public Act 102-0977 have been finalized. Library Directors and Illinois State Library Advisory Committee members will hear more details in the future. The FY2023 School District Library Grant deadline is Oct. 15, 2022. The FY2022 Illinois Library and Information Network (ILLINET) interlibrary loan survey is open with a deadline of March 31, 2023. August is National Minority Donor Awareness Month with the Illinois Secretary of State, and the ISL is teaming up to educate the public on the need for minority organ and tissue donors. The long-range plan, for the use of Library Services and Technology Grant funds, has been approved by the Institute of Museum and Library Services.

## **Committee Reports**

### Executive

The committee chair reported the committee met and discussed items for discussion later in this agenda.

### Budget and Finance

The committee did not meet.

### Policy and Membership

The committee did not meet.

### Facilities and Operations

The committee chair reported the committee met and discussed the Automatic Material Handler (AMH), the Champaign restrooms, and the Edwardsville remodel.

### Personnel

The committee chair reported the committee met and reviewed the employee evaluation plan. The HR Director explained what her role will be over the next couple of years.

### Advocacy and Education

The committee did not meet.

## **Partner Reports**

### Association of Illinois School Library Educators (AISLE)

Leah Gregory, School Membership Coordinator, reported that Kristin Pekoll, Conference and Continuing Education Manager for the Illinois Library Association, introduced herself to the AISLE Partnership Group. The group discussed the School Data Project and the focus on gathering data to eventually be shared. There was further discussion on the lack of data available on book challenges in Illinois at the American Library Association (ALA)- Office of Intellectual Freedom (OIF) because they don't tend to be reported. Discussions were held on how to encourage the reporting of book challenges. The group talked about the Library Book Selection Service (LBSS) grant writing workshops planned for August 10 & 11.

### Illinois Library Association (ILA)

Ryan Johnson, Vice President of the Illinois Library Association (ILA), reported the conference this year will require masks and other safety precautions will be in place. There will be a committee formed to help update Serving Our Public. The transition is complete with the new Executive Director Cyndi Robinson now leading the organization.

Stacey Carter reported that the Illinois State Library Advisory Committee (ISLAC) will hold their first meeting this week. Please contact Stacey Carter if you are interested in serving on a subcommittee.

## **Unfinished Business**

### Board Committees

The Board President reported there will be a few updates to the Board Committees document. The Executive Assistant will reach out to committees to confirm a day and time to meet.

A motion and second were made to approve the Board Committees. Motion carried unanimously by roll call vote.

#### Board Survey

The Board President reviewed the survey results with the board and thanked all who participated.

#### Automatic Material Handler

The Executive Director reported staff is on track to present the board with a report and recommendation from the consultant in addition to any additional information gathered. A Return on Investment (ROI) subcommittee was formed and has held their first meeting.

#### FY2022 Edwardsville Building Improvements

The Executive Director reported Color Art will install the new chairs in the updated training/meeting room in addition to a double cubicle to accommodate growing staff.

#### **New Business**

##### Edwardsville Roof Update

The Executive Director thanked the Facilities and Executive committees for their feedback. IHLS will move forward with a Request for Proposal (RFP). The goal is to have the roof complete before winter.

##### FY2023 Member-at-Large Recommendation

The Board President appointed Karen Bounds to continue as Member-at-Large.

#### Ethics Commission

A motion and second were made to approve the Ethics Commission. Motion carried unanimously by roll call vote.

#### Recognition of Departing Board Member

The Board President thanked Zach Newell for his time on the board and wished him luck with his move and new position. The Board Secretary said he was a wealth of information and was always willing to help with projects.

#### Open Board Position

The Board President is recruiting members for the open Academic Library Representative position. If you have any recommendations, please let him know.

#### FY2023 Board Mentors and Mentees

The Board President reported information was sent to new board members about the Mentor program.

#### FY2023 Annual Meeting

The Executive Director reported this is the first in person Annual Meeting in a few years. It will be held October 25 in Carbondale. Legislator Patrick Windhorst (Metropolis) will speak and Anna Yackle, Membership Coordinator, will give a presentation on grants.

#### Executive Director Report

The Board President reported the Executive committee discussed a quarterly report from the Executive Director. The Executive Director is responsible for the monthly Activities Report. Discussion revolved around concerns members have shared with a board member. The Board President responded that those members be asked to reach out directly to him with their concerns.

#### Agenda Building

A motion and second were made to include a report on registration for Member Day. Motion carried unanimously by roll call vote.

#### **Public Comment**

None

#### **Announcements**

None

#### **Adjournment**

A motion and second were made to adjourn. Motion carried unanimously by roll call vote. Adjourned at 6:12 p.m.