

EXECUTIVE COMMITTEE MEETING MINUTES

Date: February 13, 2019

Time: 5:00 p.m.

Call to Order

Sara Zumwalt called the meeting to order at 5:03 pm

Roll Call

Members present: Bev Obert, Sandy West, Sara Zumwalt, Stacey Carter (entered 5:04 pm)

Others present: Leslie Bednar (entered 5:06 pm), Stacie Bushong (exited at 5:35 pm and re-entered at 5:58 pm)

Public Comment

None

Approval of January 10, 2019 Minutes

Sandy West motion to approve the January 10, 2019 minutes. Bev Obert second. Motion carried.

SHARE Update

Leslie Bednar reported a new book club kit program. There is an effort to provide the New York Times to public libraries as an electronic resource with a demo for all IHLS member libraries on February 20th. There have also been ongoing interviews for a cataloger in Carbondale in addition to a metadata cataloger and a circulation specialist.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported accounting is working on budgets in addition to record retention. Human Resources is actively posting for new positions, interviewing and onboarding new staff. Dominique Granger has created a new process for onboarding staff to share with supervisors for cases where she may not be available to welcome a new employee.

IT

Leslie Bednar reported SHARE will have a significant software upgrade in early March. IT has been preparing for the upgrade with new hardware. There is a Zoom meeting scheduled for anyone who would like to learn more about the upgrade. Additional information will be provided on what to expect after the upgrade.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Facilities and Operations

Susan Palmer represented IHLS at the ALA Midwinter conference as a co-chair of the Association of Specialized Government and Cooperative Library Agencies (ASCGLA) Physical Delivery Group. There are plans for a small conference on delivery in the future. For FY2020 we will continue to deliver to IHLS members who are also members of CARLI. The contract will no longer be with RAILS, but directly with CARLI. The processes for libraries will remain the same and it will help us to more quickly resolve concerns. The Laboratory of Applied Spatial Analysis (LASA) presented some recent research which has led to questions regarding the overnight exchange of items.

Membership and Grants

Leslie Bednar reported currently at the halfway point (63%) of members have completed certification. We are drafting a survey for members on the strategic plan which will be out the last week of February.

Administration

Leslie Bednar reported IHLS will be bringing the Design Thinking workshop to staff, with Stacie Bushong working on details. The workshop will also be available to libraries statewide for a fee.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Sandy West reported the committee discussed their focus which will remain on schools. There will be a meeting in March.

Budget and Finance Committee

Bev Obert reported a routine meeting with discussion about the budget timeline. Their next meeting is March 12, 2019.

Facilities and Operations Committee

Sandy West reported the committee met and reviewed the Edwardsville space planning documents.

Membership and Policy Committee

Leslie Bednar reported the committee discussed member feedback on the proposed changes to the bylaws concerning the Nominating committee.

Personnel Committee

Stacey Carter reported the committee did not meet.

Nominating Committee

Leslie Bednar reported the survey has closed and there are two interested individuals who completed the survey. The chair requested assistance in soliciting more individuals and was provided with a contact list for directors to assist with recruitment.

Unfinished Business

Executive Director Contract

Sara Zumwalt, Stacey Carter and Tina Hubert are working on an executive director contract. No new information is available at this time.

New Business

Open Board Seat

Sara Zumwalt announced an open board seat due to the resignation of Geoff Bant. Suggestions are welcome, and the goal is to fill the seat by the end of March.

FY2020 Budget Timeline

Leslie Bednar reported the first read will be brought to the board in April with final approval in May. Waiting on instructions from the Illinois State Library regarding the ILDS contract so this information may not be available at first read.

Agenda Building

The committee discussed the February 26th agenda.

Public Comment

None

Announcements

There is a special meeting on February 19 at 5 pm.

Adjournment

Stacey Carter motion to adjourn. Sandy West second. Motion carried. Adjourned 5:54 pm.