



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: October 16, 2019

Time: 5:00 p.m.

### Call to Order

Stacey Carter called the meeting to order at 5:01 p.m.

### Roll Call

*Members present:* Stacey Carter, Tina Hubert, Bev Obert,

*Members absent excused:* Melanie Weigel, Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of September 2019 Minutes

Tina Hubert motion to approve the September 2019 minutes. Bev Obert second. Motion carried.

### SHARE Update

Leslie Bednar shared that the Finance committee continues to meet to discuss a proposed fee increase and have reached out to members for feedback. They will hold a membership meeting at the end of Member Day. Joan Bauer has retired and there is currently a backlog in work within the department. This open position is currently being evaluated to determine how to meet the needs of the SHARE organization and move forward.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported the second payment for FY2020 System Area and Per Capita Grant was received on September 30<sup>th</sup> in the amount of \$517,109.96. Human Resources has offered the IT position to the second candidate because the first candidate declined the offer. The start day is October 30<sup>th</sup>. HR along with other staff attended a Cannabis in the Workplace webinar.

#### IT

Leslie Bednar reported the IT staff has been pitching in to help SHARE with their backlog due to a current staff shortage in SHARE. Brant Wingerter is also working on updating the iPads for Delivery which entails rebuilding the entire program.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Facilities and Operations

Leslie Bednar reported Jerry Mortenson announced his retirement at the end of October. Currently the department is researching a fleet management service to see if it would be more cost effective than purchasing and maintaining vehicles in house.

### Membership and Grants

Leslie Bednar reported no new information.

### Administration

Leslie Bednar report plans are full steam for Member Day with only a few registration spots open.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

The committee did not meet.

#### Budget and Finance Committee

Bev Obert reported the committee met for a routine meeting. Next meeting November 11, 2:00 p.m.

#### Facilities and Operations Committee

The committee did not meet.

#### Membership and Policy Committee

Tina Hubert reported the committee met and went over the charges for the committee. Discussed briefly what is going on at Marion Carnegie Library with non-resident fee. The next meeting is November 4, 4:00 p.m.

#### Personnel Committee

Stacey Carter reported HR is working on changes in job descriptions. They will also be reviewing the Personnel Code in its entirety. Dominique Granger shared a Drug Free Workplace policy proposal. Since that time staff attended the Cannabis in the Workplace webinar and have been informed of some changes that would be needed to the proposed policy. Changes will be presented at the November committee meeting to have ready for the November board meeting. Next meeting November 6, 5:00 p.m.

### **Unfinished Business**

#### Facilities

Leslie Bednar reported currently the system is in the second round of discussions for statewide delivery services. If the exchange point becomes East Peoria it will create issues with deliveries

coming from Carbondale. Susan is working with Zach Schleicher at the Southern Illinois University Laboratory of Applied Spatial Analysis (LASA) to come up with an alternative exchange point.

### **New Business**

#### Staff Opportunities

Leslie Bednar reported with the retirement of Jerry Mortenson it leaves one open full-time position. Operations manager's recommendation to add delivery coordinator instead of filling the driver position. There are also currently two part-time positions open at Champaign that do not need to be filled at this time. They are evaluating some staffing changes.

#### Conference Update

Leslie Bednar shared that she, Ellen Popit, Anna Yackle and Shandi Greve Penrod attended the AISLE conference. Zach Henderson presented, Media Center Specialists to the Rescue: How to Find What Your Students Need. There were approximately 400 attendees. They discovered one sixth of AISLE members are located south of I-80 and considerations for a more southern location is being considered for a future conference. Approximately 100 people visited the IHLS booth.

### **Agenda Building**

The committee reviewed the October board meeting agenda.

### **Public Comment**

None

### **Announcements**

Bev Obert reported some libraries have been receiving a lot of Freedom of Information Act (FOIA) requests. Leslie Bednar will follow up on this information.

### **Adjournment**

Tina Hubert motion to adjourn, Bev Obert second. Motion carried. Adjourned 5:45 p.m.