



## EXECUTIVE COMMITTEE MEETING MINUTES

Date February 14, 2022

Time: 2:00 p.m.

### Call to Order

Josh Short called the meeting to order at 2:04 p.m.

### Roll Call

Members present: Karen Bounds, Loretta Broomfield, Stacey Carter, Chastity Mays, Josh Short  
Others present: Leslie Bednar, Stacie Bushong, Ann Chandler (exited 2:23 p.m.)

### Public Comment

Ann Chandler said the Finance Committee reviewed some of the documents listed on this agenda. They were left with a lot of questions, and she is hoping this committee will choose to send some things back to the Finance Committee for further evaluation.

### Approval of, 2021 Minutes

Karen Bounds motioned to approve the January 17, 2022 minutes. Chastity Mays seconded. Motion carried.

### SHARE Update

Leslie Bednar reported there have been conversations with the Reaching Across Illinois Library System (RAILS) staff and members about a collaboration. All agreed to work with a consultant which will be at no cost to IHLS. All automated library groups will be invited to a meeting to discuss what resource sharing on a statewide level will look like.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported accounting and HR staff have moved into their new space and having them together will help them with collaborations moving forward.

#### IT

Leslie Bednar reported no new projects or activities.

#### Facilities and Operations

Leslie Bednar reported no new projects or activities.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Membership and Grants

Leslie Bednar reported the Membership staff is working on reminding libraries to complete their certification or touching base with those who have had their application flagged.

### Administration

Leslie Bednar reported staff is working on updates to the FY2022 Operational Plan and preparations for the FY2023 Operational Plan.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Karen Bounds reported Ellen Popit brought the committee up to date on the January 28 legislative meet-up. Karen attended the virtual meet-up today which demonstrated the need for statewide broadband access due to the fact that some participants were cutting out.

#### Budget and Finance Committee

Chastity Mays reported the committee met and held a routine meeting and also discussed the investment update and an automatic materials handler which they moved to the Executive Committee for consideration.

#### Facilities and Operations Committee

Loretta Broomfield reported the committee did not meet.

#### Membership and Policy Committee

Stacey Carter reported the committee met and discovered a special library may be ending their membership. Membership staff report certifications are about one third complete.

#### Personnel Committee

Josh Short reported the committee reviewed several items listed later on in this agenda.

### **Unfinished Business**

#### Edwardsville Building Update

Leslie Bednar reported this week there will be a meeting to discuss how far the remaining budget will take further remodeling needs.

#### COVID and IHLS Staff

Leslie Bednar reported as a business IHLS can make their own procedures. Given the governor's announcement that mask mandates will significantly change as of February 28 there will be some internal discussion about how IHLS will address mask mandates moving forward.

### Open Board Position

Josh Short reported he is still facing some challenges finding someone to fill the open seat and welcomes recommendations.

### **New Business**

#### Personnel

Karen Bounds motioned to enter closed session. Chastity seconded. Entered closed session at 2:23 p.m.

Karen Bounds motioned to re-enter open session. Loretta Broomfield seconded. Motion carried. Entered open session at 2:35 p.m.

#### Juneteenth Holiday

Karen Bounds motioned to move Juneteenth as a holiday to the full board. Stacey Carter seconded. Motion carried.

#### IHLS Minimum Wage Analysis

Karen Bounds motioned to move options B and C of the IHLS Minimum Wage Analysis to the full board. Stacey Carter seconded. Motion carried.

#### Automatic Materials Handler

Josh Short motioned to move the Automatic Materials Handler to the full board. Stacey Carter seconded. Motion carried.

#### Investment Update

Chastity Mays motioned to move the Investment Update to the full board. Stacey Carter seconded. Motion carried.

#### 2022 Personnel Handbook

Stacey Carter motioned to move the 2022 Personnel Handbook to the full board. Karen Bounds seconded. Motion carried.

#### Personal Leave Policy Change

Karen Bounds motioned to move the Personal Leave Policy change to the full board. Stacey Carter seconded. Motion carried.

### **February Board Meeting Agenda**

The committee discussed items for the agenda.

### **Public Comment**

None

**Announcements**

Josh Short announced on February 21<sup>st</sup> there will be a meeting with a consultant on parliamentary procedures. The Executive Committee is welcome to attend and a meeting invitation will be sent today.

**Adjournment**

Karen Bounds motioned to adjourn. Chastity Mays seconded. Motion carried. Adjourned at 3:13 p.m.