

**EXECUTIVE COMMITTEE MEETING MINUTES**

Date: April 22, 2020

Time: 5:00 p.m.

**Call to Order**

Stacey Carter called the meeting to order at 5:07 p.m.

**Roll Call**

*Members present:* Stacey Carter, Tina Hubert, Bev Obert, Mary Smith (entered 5:09 p.m.)

Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

**Public Comment**

None

**Approval of March 11, 2020 Minutes**

Bev Obert motioned to approve the March 11, 2020 minutes. Stacey Carter seconded. Motion carried.

**SHARE Update**

Leslie Bednar reported annual agreements are being mailed. They are looking at an email digital solution. Yesterday a live Polaris demo was shared. Staff has been releasing and reviewing updated LEAP videos. Software updates are also being explored.

**Administrative Updates**Accounting and Human Resources

Leslie Bednar reported that Accounting just finished the budget documents last week and are working on the details needed for the Enterprise proposal. They plan to run accounts payable checks this week and doing the SAM and OCLC billing this week along with deposits. HR is working on the travel and reimbursement portion of the handbook in addition to a worker's compensation claim.

IT

Leslie Bednar reported staff are working on a customer relations management program. They have identified a new product that may meet those needs. Brant Wingerter is working with the vendor on the new website. There are many libraries working from home which has generated an increase in Polaris support tickets.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Facilities and Operations

Leslie Bednar reported staff is busy working to gather a delivery working group to discuss what procedures need to be in place and steps to be taken when it's time to resume delivery. In addition, Susan Palmer has joined a Midwest group who are looking at best practices for delivery. Training manuals for both drivers and sorters have been completed in addition to a hub to hub newsletter.

### Membership and Grants

Leslie Bednar reported staff are working on the best ways we can support member libraries with reopening. They have worked with Phil Lenzini on answering questions that members have presented. They are also working on updating school information in L2.

### Administration

Leslie Bednar reported how pleased she is with how staff have worked on projects that fall outside their normal tasks. Stacie Bushong has been working on keeping all on track with the System & Area per Capita Grant application in addition to board and committee business and Member Day planning. Julia Pernicka is focused on internal staff communications, staff newsletter and social media, ensuring proofreading moves quickly and accurately. Shandi Greve Penrod is crisis management in action, marketing new learning opportunities for members, along with participating in an Illinois Library Association working group to pull Covid-19 resources together for libraries statewide. Leslie participated in initial meetings on the transport of PPE (Personal Protective Equipment) downstate, and with the Illinois State Library and other library systems on moving toward opening libraries. Also attended many webinars regarding personnel hiring and unemployment concerns expressed by members.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Stacey Carter reported the committee did not meet.

#### Budget and Finance Committee

Bev Obert reported the committee had a routine meeting. They also discussed mine subsidence, the draft budget and Enterprise Fleet management proposal. Next meeting May 11.

#### Facilities and Operations Committee

Sandy West reported the committee met and discussed mine subsidence and the Enterprise Fleet management proposal. They may need another meeting to address questions regarding fleet management.

#### Membership and Policy Committee

Tina Hubert reported the committee met and discussed certification rules suspended this year.

They also completed a preliminary review of the Operational plan. They meet again May 4.

### Personnel Committee

Mary Smith reported the committee met and discussed items listed here under both new and unfinished business. They are trying to meet more than once per month in order to get through the entire personnel code. She commended Loretta Broomfield for her editorial skills. The next meeting is May 5<sup>th</sup>.

### **Unfinished Business**

#### IHLS Personnel Code Review

- Section I. Introduction
- Section II. Employment Process

Bev Obert motioned to move sections I and II to the full board for tentative approval, and as sections are completed sent out as the full document to members for comment. Stacey Carter seconded. Motion carried.

### **New Business**

#### Edwardsville Office Mine Subsidence Repairs

Sandy West motioned to move the contract to the full board as presented with a 10-year Helitech workmanship warranty and 30-year pier manufacturers warranty. Mary Smith seconded. Motion carried.

#### IHLS Personnel Code Review

- Section III. Working Conditions
- Section IV. Compensation
- Section V. Scheduled Leave and Time Off
- Section VI. Professional Development
- Section VII. Business Ethics

The group recommends these sections return to the Personnel committee for clarification at their next meeting.

### June Board Meeting

The group discussed the possibility of an in-person meeting in June at the Edwardsville location depending on the state of the COVID-19 shelter in place orders.

### Directors University

Leslie Bednar reported the June session was cancelled, currently a hybrid approach that will begin with an online component is in the works, followed likely by a short get-together at ILA in October (Springfield) and then a longer in-person session later in the year.

### Enterprise Fleet Management

Stacey Carter motioned to send the Enterprise Fleet Management agreement to the full board. Mary Smith seconded. Motion carried unanimously by roll call vote.

### Budget and Operational Plan Timelines

The group reviewed the timeline.

### FY2021 Operational Plan

The group reviewed the FY2021 Operational Plan.

### FY2021 Operational Budget(s) and Narrative

The group reviewed the FY2021 Operational Budgets and Narrative.

### **Agenda Building**

The group reviewed the draft board meeting agenda.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Sandy West motioned to adjourn. Mary Smith seconded. Motion carried. Adjourned @ 6:57 p.m.