



EXECUTIVE COMMITTEE MEETING MINUTES

Date: May 13, 2020

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:06 p.m.

Roll Call

Members present: Stacey Carter, Tina Hubert, Bev Obert, Mary Smith, Sandy West (entered 5:08 p.m.)

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of April 22, 2020 Minutes

Tina Hubert motioned to approve the April 22, 2020 minutes. Mary Smith seconded. Motion carried.

SHARE Update

Leslie Bednar reported SHARE libraries are making decisions on reopening. Working on information on Patron Point, Stack Maps, and RB Digital offers for member libraries. There was discussion regarding decisions about how libraries will clean items. Leslie explained libraries are responsible for their own items and the library system will not be cleaning items, however, system delivery staff will be taking the necessary precautions to stay safe. Tina Hubert requested the system have a list or spreadsheet to show how libraries are planning to deal with cleaning or quarantining items.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported Accounting is finishing up the budgets, System Area and Per Capita exhibits, Cataloging Maintenance Center, and OCLC grant applications. HR is working with Communications to distribute a survey to staff regarding returning to the offices, also working to create a performance review flow for managers. Exploring intranet additions for staff and working on the reimbursement portion of the handbook.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

IT

Leslie Bednar reported IT continues to enable IHLS staff and member library staff the ability to work from home. They are also starting implementation of the Customer Relationship Management (CRM) software.

Facilities and Operations

Leslie Bednar reported the mine subsidence repairs to the Edwardsville building are scheduled from May 20th to June 8th. Some delivery staff are working with a group of representatives from member libraries about the return of delivery service. In addition, we have an internal team working on an IHLS staff return to our offices document.

Membership and Grants

Leslie Bednar reported the membership team is preparing for tomorrow's Trustee webinar and the HR Source webinar scheduled for next Monday. In cooperation with Susan, Shandi and Julia are also getting ready to launch a survey of our public library members.

Administration

Leslie Bednar reported the department continues to work on marketing learning opportunities for members. Making plans for the annual member day.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Stacey Carter reported the committee did not meet; however, staff will send the committee a report of activities.

Budget and Finance Committee

Bev Obert reported they discussed what funding will look like. Next meeting is Monday, June 8th.

Facilities and Operations Committee

Sandy West reported the committee did not meet.

Membership and Policy Committee

Tina Hubert reported the committee met and reviewed member comments on the Operational Plan.

Personnel Committee

Mary Smith reported the committee met to discuss the next section of the Personnel Code. They are waiting for more information. Next meeting is June 2nd.

Nominating Committee

Leslie Bednar reported Bobbi Perryman has reached out to all those on the ballot and will present the results to the board at the May board meeting.

Unfinished Business

Draft FY2021 Operational Plan (Second Reading)

Leslie reviewed the Operational Plan with the group and explained changes that will be made.

Draft FY2021 Operational Budget(s) and Narrative (Second Reading)

Leslie Bednar reviewed the Operational budgets and Narrative and explained changes that were made.

June Board Meeting

Leslie Bednar believes based on the Governor's phase plan we may be able to hold the June meeting in person and host a long overdue networking event immediately prior to the board meeting at 4 p.m.

New Business

Board Officers Nomination Committee

Stacey Carter discussed the need to pull together the board officer nomination committee and Sandy West agreed to take the lead.

Executive Director Evaluation

Stacey Carter explained there will be a Survey Monkey going to the board along with a copy of the current Operational Plan. The survey should go out in June. There will also be a small committee to work together on the evaluation.

May Board Meeting Agenda

The group discussed items for the agenda.

Public Comment

None

Announcements

Tina Hubert reported her library (Six Mile Regional Library District) had their first successful board meeting by Zoom. Mary Smith shared the Belleville Public Library would hold their May meeting the following evening via GoTo Meeting.

Adjournment

Sandy West motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 5:58 p.m.