



EXECUTIVE COMMITTEE MEETING MINUTES

Date June 10, 2020

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, Sandy West, Bev Obert, Mary Smith

Others present: Leslie Bednar, Julia Pernicka

Public Comment

None

Approval of May 13, 2020 Minutes

Mary Smith motioned to approve the May 13, 2020 minutes. Bev Obert seconded. Motion carried.

SHARE Update

Leslie Bednar reported that SHARE is assisting libraries that want to resume ILL service on July 1 and working with eResource vendors. Staff is also focusing on virtual training and big projects like inventory and going fine free.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported the Finance staff are preparing to close out the fiscal year-end. They are also in the process of moving upstairs. HR is working on the staff handbook and a return to work presentation for staff.

IT

Leslie Bednar reported that IT is working with SHARE staff on scripting set changes as libraries return. They are also working on an L2 data dump for the CRM (customer relations management) project.

Facilities and Operations

Leslie reported IHLS was awarded a Live and Learn Grant for \$25,500 for the bathrooms in Champaign. She also gave an update on the mine subsidence repairs at the Edwardsville office. Stabilization and polyjacking should be complete by June 12. After that is complete the epoxy

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flooring will be installed. Movers are in process of moving staff upstairs so Delivery can operate while the building repairs are happening. Edwardsville staff will continue working remotely until work is complete. Will meet with ColorArt to see what our options are for improved office furnishings.

Membership and Grants

Leslie reported Ellen is working on updating school library information in L2 before it moves to the rebooted edition. Anna Yackle is working with Directors' university.

Administration

Leslie reported that she has been helping with Director's University. This year there are a number of IHLS mentors. Marketing & Communications has been busy sharing Covid-19 information and continuing education/webinar opportunities.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Stacey Carter reported that the committee did not meet.

Budget and Finance Committee

Bev Obert reported the committee had a routine meeting. Next meeting is July 13 at 1:00 p.m.

Facilities and Operations Committee

Sandy West reported that the committee did not meet. Susan Palmer sent a report to cover what was happening with delivery and building repairs. Bill for mine subsidence may fall in FY2020 but may be FY2021.

Membership and Policy Committee

Tina Hubert reported that the committee did not meet.

Personnel Committee

Mary Smith reported the committee met on June 2. They looked at the Reimbursement section (Section 7) in the Personnel Code. No plans for meeting next month. They are waiting on the appendices then the Personnel Code will go to the board for the first reading and sending out for member comment. Section 7 will go to the board in June. Sections 3-6 are still being worked on before it comes to the board.

Unfinished Business

June Board Meeting

Leslie Bednar reported the June Board Meeting will not be able to be in-person since we will not be in phase 4. In June we recognize retiring board members. July will be the first meeting

with new board members. Some members may still want to attend via zoom.

Board Officers Nomination Committee

Sandy West reported she has reached out to several interested parties. There is a full slate.

Executive Director Evaluation

Stacey Carter reported that Troy is working on the survey questions. The survey will go out some time the week of June 15. Would like the results (target date for results) before the June board meeting on June 23. Bev Obert suggested sending a reminder to their personal emails that the evaluation went out.

Edwardsville Office Mine Subsidence Repairs

Leslie Bednar reported she signed a change order for \$9,480.00. This includes the large steel cost because of the piers and removing half of the dock and replacing it. She hopes to get the remaining additional cost by next week.

New Business

IHLS Personnel Code Review

Mary Smith presented the Personnel Code for review. Bev Obert had questions on wording under Transportation. The Personnel committee has recommended moving to the June board meeting with one correction.

New Board Member Orientation

Leslie Bednar reported there will be four (4) new board members. Stacie Bushong is looking at scheduling the orientation in Effingham on July 20 or July 27.

Senate Bill 2125

Leslie Bednar reported the governor has not signed it yet. She checked with Phil Lenzini. It is his opinion that the system is exempt. Tina Hubert reported that the bill is SB 2135.

June Board Meeting Agenda

The group reviewed the draft board meeting agenda.

Unfinished Business: Report on the status of the Edwardsville building and include the Executive Director Evaluation.

New Business: Board Officer Nominations, July-August Committee and Board Meeting Dates, Personnel Code Review (Section 7), FY2020 Annual Meeting (plans for October at the Carbondale Office), Recognition of Retiring Board Members.

Under Communications: Delivery Restarting.

Public Library Survey Results – Monica Cameron

Public Comment

None

Announcements

Mary Smith announced she got a report from her library after curbside started and the patrons missed them.

Bev Obert said it would be a good time to record people's comments to tell the story.

Tina Hubert reported her library had a patron out front with a poster to open the library.

Adjournment

Tina Hubert motioned to adjourn. Mary Smith seconded. Motion carried. Adjourned at 6:10 p.m.