



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 15, 2022

Time: 3:00 p.m.

### Call to Order

Loretta Broomfield called the meeting to order at 3:00 p.m.

### Roll Call

Members present: Karen Bounds, Loretta Broomfield, Josh Short

Members absent: Stacey Carter, Chastity Mays

Others present: Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of Corrected April 18, 2022 Minutes

Josh Short motioned to approve the corrected April 18, 2022 minutes. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### Approval of May 16, 2022 Minutes

Karen Bounds motioned to approve the May 16, 2022 minutes. Josh Short seconded. Motion carried unanimously by roll call vote.

### SHARE Update

The Executive Director reported a staffing change in the department. Annual fee agreements are currently being distributed with the assistance of the Finance Department.

### Administrative Updates

#### Accounting and Human Resources

The Executive Director reported staff is working on OCLC billing and closing out expenditures for FY2022 while forecasting for the end of the year. In addition, prepping began for the audit which takes place in August. HR staff is finalizing the staff handbook to distribute and is developing a new employee evaluation process.

#### IT

The Executive Director reported staff is working on the final website details to ready the site for rollout.

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

### Facilities and Operations

The Executive Director reported staff has a meeting scheduled with the consultant to discuss the Automatic Materials Handler (AMH) proposals. Staff met with the Consortium of Academic and Research Libraries in Illinois (CARLI) staff in Champaign yesterday to discuss the lease of space and the possibility they may begin use earlier than planned.

### Membership and Grants

The Executive Director reported preliminary approval for the Trustee Grant was received from the Illinois State Library yesterday. The project is scheduled to begin on July 1, 2022. A member library had a book challenge to a book exhibit last month. They received a lot of feedback on Facebook including opposition and support for the display. There are a few other libraries who are facing challenges for activities they are planning for Pride month.

### Administration

The Executive Director reported Director's University was slightly less attended than in past years. A benefit was more space which allowed people more room to spread out. There will be a Director's University 2.0 for library directors who have 3-5 years' experience. Staff is also preparing for new board member orientation and training.

### **Open Meeting Act Compliance**

The Board President reported there has been a challenge to IHLS compliance with the Open Meetings Act. After research it was determined there is no violation because recordings of all meetings are available for those who wish to hear a verbatim account.

### **Committee Updates**

#### Advocacy Committee

The committee chair reported the committee did not meet.

#### Budget and Finance Committee

The meeting chair reported a routine meeting in addition to discussion about compliance to the Open Meetings Act and the salary schedule.

#### Facilities and Operations Committee

The committee chair reported the committee did not meet.

#### Membership and Policy Committee

The committee met and discussed membership considerations.

#### Personnel Committee

The committee chair reported the committee met and discussed staff survey results and the new employee evaluation process.

### **Unfinished Business**

#### Automatic Material Handler

The Executive Director reported staff will meet at the beginning of July to review proposals.

### FY2022 Edwardsville Building Improvements

The Executive Director reported discussions are in process about what projects can be completed by the end of FY2022 that remain within budget.

### Board Officer Nomination Committee

The Board President reported he has asked someone to chair the committee and is waiting for a response.

### Executive Director Evaluation

There will be a special Executive committee meeting on July 20, 2022 at 5:00 p.m.

### June Board meeting

The Executive Director reported this is the last meeting of the fiscal year and newly elected board members will be invited to attend as guests to observe the meeting.

### **New Business**

#### Membership Considerations

Karen Bounds motioned to approve Membership Considerations. Josh Short seconded. Motion carried unanimously by roll call vote.

#### New Board Member Orientation

The Executive Director reported orientation will be held July 20, 2022 in Effingham.

#### Salary Grade Updates

Josh Short motioned to approve the salary schedule without pay grade 17, and to send pay grade 17 back to the Finance Committee for reconsideration. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### **Agenda Building**

The group discussed agenda topics for the June board meeting.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Karen Bounds motioned to adjourn. Josh Short seconded. Motion carried unanimously by roll call vote. Adjourned at 3:43 p.m.