



EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 15, 2020

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 4:59 p.m.

Roll Call

Members present: Stacey Carter, Tina Hubert, Bev Obert

Others present: Leslie Bednar (exited 5:19 p.m. reentered 5:55 p.m.), Stacie Bushong (exited 5:19 p.m.)

Public Comment

None

Approval of June 10, 2020 Minutes

Bev Obert motioned to approve the June 10, 2020 minutes. Tina Hubert seconded. Motion carried.

SHARE Update

Leslie Bednar reported SHARE staff is assisting members as they slowly return to service.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported Accounting is working on the end of year soft close, audit preparation, and OCLC billing. Human Resource staff is editing the final sections of personnel code.

IT

Leslie Bednar reported IT has moved to a more secure setup for Zoom meetings. Staff are contributing to the L2 reboot (L2R) process, in addition to introductory work with the Customer Relations Management project and OpenGov fiscal transparency project.

Facilities and Operations

Leslie Bednar shared updated statistics on number of items delivered. There was a decrease between March and June this year compared to the same period in 2019. Most public libraries are open and receiving delivery. There will be a Request for Proposal (RFP) issued for the Edwardsville first floor improvements.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Membership and Grants

Leslie Bednar reported a handful of staff have completed the training on L2R and the rest of staff will be trained at the end of July. Staff is working on completing an update of all school information in L2 and planning the next Members Matter session with a focus on the census and schools. The FY2021 System Area & Per Capita Grant application was approved and we are waiting for the remaining FY2020 funds.

Administration

Leslie Bednar reported staff is finalizing the position classification schedule and investigating online bystander training options for staff. Regarding COVID-19, staff have been creating procedures for if a staff member should test positive for COVID-19, frequently asked questions for building entry procedures, and a self-quarantine memo.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Stacey Carter reported the committee did not meet. The next meeting is planned for August.

Budget and Finance Committee

Bev Obert reported the committee met and held a routine meeting. They received a report on revisions on the SHARE and Cataloging Maintenance Center (CMC) budgets.

Facilities and Operations Committee

Stacey Carter reported the committee did not meet.

Membership and Policy Committee

Tina Hubert reported the committee did not meet.

Personnel Committee

Stacey Carter confirmed the committee did meet.

Unfinished Business

New Board Member Orientation

Leslie Bednar shared that new board members will attend orientation via Zoom. Members of the Leadership team will participate in orientation to give an overview of departments and answer questions.

Board Officers Nomination Committee

Stacey Carter reported Sandy West submitted a slate and it will be attached to the July board packet.

Executive Director Evaluation

Tina Hubert motioned to enter closed session. Bev Obert seconded. Motion carried. Entered closed session at 5:19 p.m.

Tina Hubert motioned to reenter open session. Bev Obert seconded. Motion carried. Returned to open session at 5:53 p.m.

New Business

July Board Meeting

The committee decided to continue following the Phase IV of Restore Illinois Plan, encouraging remote meetings if possible, and will hold the July board meeting via Zoom.

Agenda Building

The committee reviewed the agenda.

Public Comment

None

Announcements

None

Adjournment

Tina Hubert motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 6:05 p.m.