



## EXECUTIVE COMMITTEE MEETING MINUTES

July 18, 2022  
Time: 3:00 p.m.

### Call to Order

Josh Short called the meeting to order at 3:03 p.m.

### Roll Call

Members present: Loretta Broomfield, Stacey Carter, Chastity Mays, Josh Short

Members absent: Karen Bounds

Others present: Leslie Bednar, Stacie Bushong, Rhonda Johnisee

### Public Comment

None

### Approval of June 15, 2022 Minutes

Loretta Broomfield motioned to approve the June 15, 2022 minutes. Chastity Mays seconded. Motion carried unanimously by roll call vote.

### Approval of June 20, 2022 Minutes

Chastity Mays motioned to approve the June 20, 2022 minutes. Loretta Broomfield seconded. Motion carried unanimously by roll call vote.

### Acceptance of June 2022 Bills

Loretta Broomfield motioned to accept the June 2022 bills. Stacey Carter seconded. Motion carried unanimously by roll call vote.

### Review of Draft June 30, 2022 Financial Reports

The Finance Director reviewed the Draft June 30, 2022 Financial Reports with committee members.

### SHARE Update

The Executive Director reported a new administrative assistant has recently started settling in, and SHARE invoices are in the process of being sent.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **Administrative Updates**

### Accounting and Human Resources

The Executive Director reported the accounting staff are working on closing out the FY2022 books and preparing for the audit in August. In addition, the staff are preparing a list of capital improvements to share with the board. The HR team is meeting at least once a week with the developer of the new staff evaluation app that will coordinate with our other Microsoft software "Teams" which is already being used by staff. Training for the staff handbook is underway. More continuing education opportunities are being explored through our new Employee Assistance Program (EAP) to offer to our member libraries.

### IT

The Executive Director reported IT staff is currently working on transferring content from the old website to the new website. One of the IT administrators gave his two weeks' notice and finding his replacement is a priority.

### Facilities and Operations

The Executive Director shared the news that the Operations Director has announced her retirement. The title of the job will be changed from Operations Director to Delivery and Facilities Director, which is a more accurate description of the job. The environment in the kitchens in Edwardsville has been retested and passed OSHA requirements. An air scrubber was used to clean the air of a particular type of mold still present in the lower-level kitchen and will again be retested.

### Membership and Grants

The new Grants Consultant will be meeting with the Associate Director to review needs. The School Membership Coordinator is working on training that will be targeted toward schools. A session on the Library Book Selection Service (LBSS) grant is scheduled for early August. The Membership Coordinator is working to make some adjustments to the Trustee Training grant at the request of the Illinois State Library (ISL).

### Administration

The Executive Director reported the Communications and Marketing team have a key role to play in rolling out the new website. Communications is working on some instructions for the proofing team. Staff has met to discuss the FY2022 Annual Report timeline and process.

## **Open Meeting Act Compliance**

None

## **Committee Updates**

### Advocacy Committee

The committee did not meet.

### Budget and Finance Committee

The committee did not meet.

### Facilities and Operations Committee

The committee did not meet.

### Membership and Policy Committee

The committee did not meet.

### Personnel Committee

The committee did not meet.

## **Unfinished Business**

### Automatic Material Handler

The Executive Director reported staff will be meeting with the consultant this week to review the Request for Information (RFI) submissions. The Executive Director will take over the AMH project until the Delivery and Facilities Director position has been filled.

### FY2022 Edwardsville Building Improvements

The Executive Director reported the largest item in the Capital Fund budget for FY2023 is for repairs or replacement of the Edwardsville building roof. If the bids are large enough, there will need to be an Request for Proposal (RFP). Mold on the wallboard in the first and second floor kitchens was removed in addition to new carpeting, paint, and video equipment in the lower-level meeting room.

### Board Officer Nomination Committee

The Board President reported the Nomination Committee has reached out to board members.

### New Board Member Orientation

The Executive Director reminded the committee that orientation will transpire July 20<sup>th</sup> in Effingham.

### Salary Upgrade Updates

The committee decided to table this until the September meeting.

## **New Business**

### July Board Meeting

The Executive Director discussed the flow of the meeting. Starting this fiscal year, names of those who motion and second action items will be eliminated. They discussed how members will be required to attend in-person meetings if they cannot make it to an in-person location.

### Board Communication Survey

The Executive Director shared that the survey has been reopened to give more members a chance to participate. It was decided to present the results of the survey at the August board meeting after receiving more data.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Stacey Carter motioned to adjourn. Loretta Broomfield seconded. Motion carried unanimously by roll call vote. Adjourned at 3:47 p.m.