

**EXECUTIVE COMMITTEE MEETING MINUTES**

Date: August 12, 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: Loretta Broomfield, Stacey Carter, Josh Short, Bill Wagner

Others present: Leslie Bednar, Stacie Bushong (exited 5:40 p.m., re-entered 5:59 p.m.), Bev Obert (entered 5:13 p.m.)

Public Comment

None

Approval of July 15, 2020 Minutes

Josh Short motioned to approve. Bill Wagner seconded. Motion carried.

SHARE Update

Leslie Bednar reported staff continue to work with members to be sure settings are where they need to be for serving patrons. Schools are beginning to come online.

Administrative UpdatesAccounting and Human Resources

Leslie Bednar reported the auditors finished their field work and all seems to be in order. Late last week we received three payments from the FY2020 System Area and Per Capita Grant in the amount of \$1,095,500.01. This leaves us at \$1,095,500.01 in funds owed for FY2020. There are now warrants out for FY2021 funds. Human Resources has been working with the system attorney on a biometrics policy regarding the new temperature scanners. HR is also looking for a possible replacement for our Human Resource Information Services system.

IT

Leslie Bednar reported IT staff has been performing routine activities.

Facilities and Operations

Leslie Bednar reported staff has been working with the new recommendations from the Reopening Archives, Libraries and Museums (REALM) study regarding quarantine of paper items

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which has increased from a 72-hour to a 96-hour time frame. IHLS realizes this puts a strain on member libraries. Loretta Broomfield shared that her library has put procedures in place to comply and it has not been difficult.

Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackle have been busy working with more networking groups. The census reboot event just concluded and was successful. Joe Natale, census coordinator from the Illinois State Library, joined the panel that included staff from member libraries.

Administration

IHLS met with the Chicago Public Library (CPL), CARLI (Consortium of Academic and Research Libraries in Illinois), the Illinois State Library (ISL) and Reaching Across Illinois Library System (RAILS) to discuss CARES Act Funding for Illinois libraries. Three competitive library grant programs and one grant to library systems have been created; applications are due September 30th, 2020. The Back to Books Grant offering up to \$4,900 per public library or school agency, the Digital Network Access Grant offering up to \$10,000 per agency to eligible community colleges, public and school libraries and the Personal Protective Equipment (PPE) Grant offering up to \$500 per building for eligible public libraries.

IHLS was invited to apply for an E-Books grant to serve IHLS member libraries for between \$100,000 and \$125,000, the submission deadline is September 30th, 2020 and Sharing Heartlands Available Resources Equally (SHARE) staff are working on the application.

IHLS staff is also waiting for guidance from the Illinois State Library on submitting the Annual Report.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Stacey Carter reported the committee did not meet.

Budget and Finance Committee

Bill Wagner reported the committee met and held a routine meeting.

Facilities and Operations Committee

Bill Wagner reported a routine meeting. There was a speaker from Ameren sharing information about sponsorship opportunities for energy saving programs for member libraries. Susan Palmer will share the information with Ellen Popit. The committee reviewed a Request for Proposal (RFP) on the Edwardsville building remodel. There was a motion passed to send the RFP back for editing with a possibility of creating a few separate RFP's.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

Josh Short reported the committee met and discussed an item later in this agenda, the IHLS Personnel Code Review Section IX Health and Safety

Unfinished Business

None

New Business

Facilities

Josh Short motioned to enter closed session. Bill Wagner seconded. Motion carried. Entered closed session 5:40 p.m.

Josh Short motioned to return to open session. Bill Wagner seconded. Motion carried. Returned to open session at 5:58 p.m.

FY2021 Member-at-Large Recommendation

Stacey Carter appointed Bev Obert as Member-at-Large.

Bill Wagner motioned to send this appointment to the full board. Josh Short seconded. Motion carried.

FY2021 Committee Assignments

Stacey Carter shared her committee assignments and the list will be presented at the August board meeting.

Ethics Commission

Stacey Carter recommends Karen Bounds to fill the position, formerly held by Gary Denué, on the Ethics committee.

IHLS Personnel Code Review Section IX Health and Safety

Josh Short reported IHLS Personnel Code Section IX Health and Safety this was approved by the Personnel committee on July 7th, 2020.

Bill Wagner motioned to send IHLS Personnel Code Section IX Health and Safety to the full board for a first reading. Loretta Broomfield seconded. Motion carried.

Edwardsville Building Improvements

Leslie Bednar explained that the Edwardsville building remodel RFP was written for a design/build process which was recommended by Greg McCormick.

Agenda Building

The committee discussed the proposed August board agenda in addition to holding both the August and September board meetings via Zoom for public health reasons.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Bill Wagner seconded. Motion carried. Adjourned at 6:28 p.m.