



Illinois Heartland Library System

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## EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 14, 2018

Time: 5:00 p.m.

### Call to Order

Sandy West called the meeting to order at 5:02

### Roll Call

*Members present: Sandy West, Geoff Bant, Sara Zumwalt, Stacey Carter*

*Members absent excused: Tiffany Droege*

*Others present: Leslie Bednar, Stacie Bushong*

### Public Comment

None

### Approval of Minutes

Sara Zumwalt motion to approve February minutes. Stacey Carter second. Motion carried.

### SHARE Update

Leslie Bednar reported that she, Cassandra Thompson, Edie Elliot, Shelley Stone and Joan Bauer met with RAILS to discuss the statewide Cataloging Maintenance Center survey. Common ground was found in two areas: increase the promotion of the availability of CMC services; and there has been interest expressed in catalog training or cataloging assistance, possibly a help line.

### Administrative Updates

#### ***Accounting and Human Resources***

Leslie Bednar reported accounting is working on a timeline for meeting with departments on the budget. Our new Human Resource Generalist has reached out to insurance brokers to initiate the negotiation process in addition to a survey to staff about their satisfaction with current benefits. Phone interviews for the new Membership Coordinator have been completed. HR has been meeting with staff in each building and organizing personnel files.

#### ***IT***

Leslie Bednar reported IT is focusing on the SHARE data storage upgrade and hopes it will meet the budgeted amount.

#### ***Facilities and Operations***

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Leslie Bednar reported last week the new box truck was picked up. The delivery team is putting the final touches on the delivery survey executive summary. There is a 37% increase in replies from total libraries as compared to the 2017 survey. Respondents indicated overwhelmingly that they are satisfied with frequency of delivery--with 381 responding yes and only 9 responding no.

### ***Membership and Grants***

Leslie Bednar reported she and Ellen Popit met with the Abraham Lincoln Presidential Library about membership requirements. Their new administration recently changed their service model to not send out any original items via delivery. There will be an action item on the board agenda to accept their service type change. Member certification is nearly complete and we have been contacting member libraries regarding the Digitization Grant offering.

### ***Administration***

Leslie Bednar reported we are working on the budget and the FY2019 Plan of Service. The Illinois Digital Heritage Hub Committee work is starting to pick up pace.

### ***Open Meeting Act Compliance***

None

### ***Committee Updates***

#### ***Advocacy Committee***

Did not meet, and this month the committee will receive a report in lieu of a meeting.

#### ***Budget and Finance Committee***

Sara Zumwalt reported a routine meeting

#### ***Facilities and Operations Committee***

Did not meet

#### ***Membership and Policy Committee***

The committee will present a motion on the change in membership status for the Abraham Lincoln Presidential Library.

#### ***Personnel Committee***

Did not meet

#### ***Nominating Committee***

Leslie Bednar reported they have completed the ballot and it will go out to members on March 15.

### ***Unfinished Business***

#### ***IHLS Networking Events***

Sandy reminded everyone the next event will be at Decatur Public Library this month. IHLS will offer carpooling so more board members can attend.

***FY2017 Annual Report***

Leslie Bednar reported on March 1<sup>st</sup> the State Library issued their approval of our FY2017 Annual Report.

**New Business**

***IHLS Strategic Plan***

Leslie Bednar reported the Admin team is currently considering intersection of the strategic plan and plan of service. We will add some strategic initiatives and goals for FY2019. We will be seeking input from members at each networking opportunity between now and the end of April.

***Delivery Survey 2018***

Covered earlier in agenda under Facilities and Operations

**March Board Meeting Agenda**

Reminder to complete Statement of Economic Interest

**Public Comment**

None

**Announcements**

Stacie Bushong reported all but three board members have completed the citation review. All but two board members have completed the survey for the April board meeting date change.

**Adjournment**

Sara Zumwalt motioned to adjourn. Stacey Carter second. Motion carried unanimously by roll call vote. Adjourned at 6:11 p.m.