



## BOARD OF DIRECTORS MEETING MINUTES

July 25, 2017

5:00 pm

**Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711**  
**Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047**  
**Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900**  
**Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216**  
**Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464**  
**Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600**  
**Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400**

4	Close nominations	Motion – carried
4	Certify board officer nomination results	Motion - carried
5	Approve the July 25, 2017 Consent Agenda b. Department and Staff Activity Report c. Approve the June 23, 2015 Minutes	Motion – carried
5	a. Approve June 20, 2017 Minutes with changes	Motion – carried
6	Accept the June 2017 Bills	Roll Call – carried
7	Accept the June 2017 Financial Reports with correction	Roll Call - carried
15b	Elect Freedom of Information Act Officer	Motion - carried
15c	Elect Open Meetings Act Officer	Motion - carried
15d	Approve Destruction of Closed Minutes Recordings	Motion - carried
15f	Review Closed Session Minutes	Motion - carried
	Adjourn	Roll Call - carried

### Call to Order

-Sandy West called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Carbondale Office: Sandy West

Champaign Office: Geoff Bant, Bev Obert (entered at 5:06 pm)

Decatur Public Library: Stacey Carter, John Phillips

Edwardsville Office: Gary Denué, Sara Zumwalt, Mary Beil, Tina Hubert, Mary Smith

Southeastern Illinois College: Gary Jones

Absent, Excused: Tiffany Droege, Debbie Owen, Susan Pennington, Charlene Topel

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale Office: Ellen Popit, Troy Brown

Champaign Office: Mary Johnston, David Lottes

Decatur Public Library: Leslie Bednar

Edwardsville Office: Adrienne Elam, Chris Dawdy, Susan Palmer, Stacie Bushong, Colleen Dettenmeier, Shirley Paden, Julie Pernicka, Brandon Chapman

Illinois State Library: Greg McCormick, Deb Aggertt

**Welcome New Board Members**

Sandy West and the current board welcomed the new board members. Stacey Carter, Special Library Representative, Decatur Correctional Center and Mary Smith, Trustee Representative, Belleville Public Library. Ms. Carter and Ms. Smith accepted their positions and agreed to honor the commitment to serve.

**Elect Officers**

Sara Zumwalt motioned to close nominations. Mary Beil seconded. Motion carried.

New officers were elected:

President – Sandy West

Vice President – Geoff Bant

Secretary – Tiffany Droege

Treasurer – Sara Zumwalt

Stacey Carter motioned to certify the board officer election results. Sara Zumwalt seconded. Motion carried.

**Approve Consent Agenda**

Tina Hubert moved to remove the June 20, 2017 minutes. John Phillips moved to approve the consent agenda minus the June 20 minutes. Gary Denué seconded. Motion carried.

Bev Obert motioned to accept changes to June 20 minutes. Gary Jones seconded. Motion carried.

**Accept June 2017 Bills**

Tina moved to accept June bills. Mary Beil seconded. Motion carried unanimously by roll call vote.

**Accept June 2017 Financial Reports**

Tina Hubert moved to accept financial reports with correction. Mary Smith seconded. Motion carried.

**FOIA Update**

None

**Open Meetings Act**

Reminder for open mics and side discussions to be kept minimal.

**Public Comment**

None

## **Communication**

Leslie Bednar reported a link was sent to the all directors list for the surplus auction sale to members. The online auction is open July 25 to July 30. Any items remaining after the member sale will be offered to public and staff August 1 to August 4.

## **Staff Report**

### Staff Update

Leslie Bednar reported two staff members have resigned to take full time positions elsewhere. The positions will be filled.

### Secondary Employment

None

### Personnel

None

## **Illinois State Library Report**

Greg McCormick reported there is an FY2018 budget. They are in the process of finishing allocations and announcement to libraries and literacy programs. An initial review of the System Area and Per Capita Grant (SAPG) has been made and they have asked for additional information to complete the process. Illinois Heartland Library System sent their requested information today. Illinois State Library (ISL) is well aware the state owes IHLS \$1.3 M from the FY2017 SAPG allocation. At this point in time the ISL is not requesting a revision for the funding amount requested by IHLS in their FY2018 application. Sandy West inquired about the RAILS (Reaching Across Illinois Library System) draft membership standards. Mr. McCormick replied RAILS is currently in a testing phase and ISL is monitoring closely.

## **Committee Reports**

### Executive

Sandy West reported there was a discussion about the Executive Director evaluation and a link was sent to board members to complete their evaluation by July 28. Otherwise a routine meeting.

### Finance

Tina Hubert reported a routine meeting was held. Tina appreciates everyone who has been part of the finance committee and recommends the new chair to look over the packet in advance and always make the motion for acceptance. Next meeting scheduled for August 9<sup>th</sup>.

### Membership & Policy

Sara Zumwalt reported the committee did not meet.

### Facilities & Operations

Sara Zumwalt reported the committee did not meet.

### Personnel

Geoff Bant reported the committee did not meet.

### Advocacy

Sandy West reported the committee did not meet in lieu of board training.

## **New Business**

### Board Citation Reviews

Sandy West stated a new method of providing board citation review is being completed and will report back to the full board in August.

### Elect Freedom of Information Act Officer

Sara Zumwalt motioned to accept Gary Denué as FOIA Officer. Bev Obert seconded. Motion carried.

### Elect Open Meetings Act Officer

Sara Zumwalt motioned to accept Tina Hubert as OMA Officer. Bev Obert seconded. Motion carried.

### Board Training Recap

Sandy West reported the 3-hour long session was recorded to allow those who could not attend to participate. Laura Huth worked with the board to develop an advocacy plan to assist in moving forward with the advocacy campaign. After the training the board members in attendance had a new perspective on how they each will personally proceed. Overall there was positive feedback.

### Approve Destruction of Closed Session Recordings: September 25, 2013 – November 15, 2015

Bev Obert approved the destruction of closed session recordings September 25, 2013 – November 15, 2015. Tina Hubert seconded. Motion carried.

### Review Closed Session Minutes

Tina Hubert motioned to accept Sandy West's recommendation that closed session minutes from July 2011 – June 30, 2017 remain closed. John Phillips seconded. Motion carried.

### Agenda Building

It was recommended for library representatives be present at meetings to share information with the board. Possibly replace citation review time with these type of presentations. Greg McCormick cautioned taking more time from members who already have to travel long distances. Other suggestions: committee appointments for FY2018; Executive Director evaluation recap; Laura Huth training recap; board citation review process.

### Public Comment

None

### Announcements

Sandy West asks all board members to indicate their committee preference for FY2018. She will email details to members soon after meeting.

New and reelected board members must take OMA training and send copy of certificate to Stacie Bushong.

Please check IHLS board email on a regular basis and also register in L2 for all committee and board meetings. We all volunteer to be on this board and need to respect each other's commitments by ensuring we can reach quorums in advance of meetings.

### Adjournment

Gary Denué motioned to adjourn. May Beil seconded. Adjourned 6:15 unanimously by roll call vote.