



## BOARD OF DIRECTORS MEETING MINUTES

June 23, 2020

5:00 p.m.

### Zoom due to Stay-at-Home order

3.1	Approve the June 23, 2020, Consent Agenda a. Approval of the May 26, 2020, Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the May 2020 Bills	Roll Call - Carried
5.1	Accept the May 2020 Financial Reports	Carried
10.1	Approve the Staff Report	Roll Call - Carried
14.2	Approve the IHLS Personnel Code Section VII (First Reading)	Roll Call - Carried
14e	Recognize Retiring Board Members	Carried
	Adjourn	Carried

### Call to Order

Stacey Carter called the meeting to order at 5:01 p.m.

### Roll Call

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Gary Denué, Tina Hubert, Janet Jenkins, Tammy Krouse, Bev Obert (entered 5:03 p.m.), Susan Pennington (entered 5:02 p.m.), Josh Short, Mary Smith, Charlene Topel, Bill Wagner, Sandy West (exited 5:10 p.m., re-entered 5:12 p.m.)

### Other Attendees:

Pat Burg, Stacie Bushong, Clay Dean, Rhonda Johnisee, John Knirr, Lupe Mejia, Zach Newell, Shirley Paden, Susan Palmer, Julia Pernicka, Ellen Popit, Anna Yackle

### Consent Agenda

Sandy West motioned to accept the consent agenda. Gary Denué seconded. Motion carried.

### Acceptance of Bills May 2020

Josh Short motioned to accept the May 2020 bills. Karen Bounds seconded. Motion carried unanimously by roll call vote.

### May Financial Reports

Gary Denué motioned to accept the May Financial Reports. Josh Short seconded. Motion carried.

### FOIA Update

None

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

**OMA Update**

None

**Public Comment**

None

**Communication**

Ellen Popit shared links to the results from the IHLS public library survey, reopening plans from libraries spreadsheet created by Monica Cameron, IHLS Return to Delivery, and the Members Matter COVID-19 Edition video. Leslie Bednar will send links to board members tomorrow.

Susan Palmer presented highlights on the return of delivery services. It included statistics on the number of items picked up and delivered in addition to photos showing the volume in each of the buildings and delivered by couriers. She praised the drivers and sorting staff for their hard work and dedication.

Ellen Popit shared an update on the Members Matter meeting and how Directors' Chats have been continued on a weekly basis. She noted Phil Lenzini has been kind enough to weigh in on the Governor's shelter-in-place order and how it impacts the Open Meetings Act regarding remote meetings. Last week IHLS hosted the HR Source webinar Leading Up, Out, and Down for members. Staff is actively working on Member Day planning.

**Staff Report**Staff Update

Susan Pennington motioned to accept the staff update. Josh Short seconded. Motion carried unanimously by roll call vote.

Secondary Employment

None

Personnel

None

**Illinois State Library Report**

Pat Burg reported the Illinois State library reopened June 1 and, as part of Secretary of State services, is open to the public using guidelines for necessary precautions.

Remaining FY2020 library grants programs have been processed. Everyone should have received public library per capita and equalization aid award letters, and payments are in process. The deadline has been extended to December 31, 2020, to align with the due date of the application for FY2021 applications and the reporting due for the 2019 awards. Anyone with questions should contact Library Development Group.

FY2021 System Area and Per Capita Grant applications have been reviewed. Awards are forthcoming, and systems have been advised to move forward with caution as there are cash flow concerns. The State Comptroller has indicated that due to COVID-19 and the delay in tax revenues all payments will be delayed. The Illinois State Library (ISL) is moving forward with other grant programs including the Live and Learn construction grants, Project Next Generation, and others.

ISL is in the final stages of getting CARES Act opportunities ready to announce July 1. The offerings are based on guidance from Institute of Museum and Library Services and follow the CARES Act legislation with respect to PPE, technology and connectivity, and digital resources.

## **Committee Reports**

### Executive

Stacey Carter reported the committee met and received updates from all committees. Discussed the Executive Director evaluation, Edwardsville mine subsidence, and Open Meetings Act regarding remote meetings.

### Budget and Finance

Bev Obert reported the committee met and received reports on the Edwardsville mine subsidence repairs in addition to other building updates. Next meeting is Monday, July 13, at 1 p.m.

### Policy and Membership

Tina Hubert reported the committee did not meet and does not anticipate a meeting in July.

### Facilities and Operations

Sandy West reported the committee did not meet. Susan Palmer sent a written update on the Edwardsville building mine subsidence repairs and building updates.

### Personnel

Mary Smith reported the committee met and reviewed the Reimbursement Section of the Personnel Code. There is no meeting planned for July.

### Advocacy and Education

Stacey Carter reported the committee did not meet but received a written report from Ellen Popit on staff activities. There will not be a meeting in July, but the committee will meet again in August.

## **Unfinished Business**

### Edwardsville Building Mine Subsidence Repairs

Stacey Carter reported that Leslie Bednar signed a change order (that included previous charges) for \$20,358. This brings the total cost of the project to \$113,593. The board approved \$125,000 at the April 16 meeting. Susan Palmer shared a presentation highlighting the Edwardsville mine subsidence repairs and building updates.

### Executive Director Evaluation

Stacey Carter asked all members to respond to the survey by Friday, June 26, to keep the process on schedule. She will present the data at the July board meeting.

## **New Business**

### Board Officers Nomination Committee

Sandy West reported she reached out to members of the Executive Committee for recommendations and has completed a slate that will be shared with the board next month in the board packet.

### July–August Committee & Board Meeting Dates

Stacey Carter reviewed the schedule with board members and encouraged all to attend meetings in July and August to get a feel for which committee they may wish to join.

### FY2020 Annual meeting

Stacey Carter reported with Governor Pritzker’s intentions to move to Phase IV of the Restore Illinois plan, the Annual Meeting will be held Tuesday, October 27, 2020, in Carbondale; the IHLS 9th anniversary will be celebrated. More details will be released as they become available.

### IHLS Personnel Code Review, Section VII (First Reading)

Josh Short motioned to approve the IHLS Personnel Code Review, Section VII (First Reading). Gary Denué seconded. Motion carried by roll call vote. Frank Bandre – yes, Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Gary Denué – yes, Tina Hubert – yes, Janet Jenkins – yes, Tammy Krouse – yes, Bev Obert – abstain, Susan Pennington – yes, Josh Short – yes, Mary Smith – yes, Charlene Topel – yes, Bill Wagner – yes, Sandy West – yes.

Stacey Carter asked for any comments or question be emailed to Dominique Granger, Mary Smith, and Leslie Bednar.

### Recognition of Retiring Board Members

Stacey Carter recognized retiring board members Gary Denué, Susan Pennington, Mary Smith, and Sandy West and thanked them for their service. In gratitude, flowers were delivered to each of their homes.

Tina Hubert motioned to recognize retiring board members. Josh Short seconded. Motion carried.

### **Agenda Building**

Seat new board members. Elect officers. Email any other topics to Stacey Carter and Leslie Bednar.

### **Public Comment**

Mary Smith welcomed the new board members and explained how illuminating the experience will be and how they will build an appreciation for IHLS staff. Sandy West thanked IHLS staff and showed appreciation for her time on the board and learning how the system works. She noted especially those who step up and give the extra effort. Susan Pennington also thanked everyone and noted that she learned a lot about the inner workings of libraries. She also appreciates new relationships established with the staff of the Illinois State Library. Gary Denué thanked both the staff and the board. He was pleased when Leslie asked him to run for the board, having previously served nine years on the Lewis & Clark Library System board. Stacey Carter expressed all will be greatly missed.

### **Announcements**

Tina Hubert was happy to have received her library law book.

### **Adjournment**

Karen Bounds motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 6:02 p.m.