

**N.B. These previously approved minutes presented again with recommended approval of corrected name noted in bold under New Business – Executive Director’s Evaluation.**



**BOARD MEETING MINUTES**  
**Illinois Heartland Library System Board**  
**June 23, 2015 5:00 p.m.**  
 1704 West Interstate Drive, Champaign, IL 61822

**Call to Order**

President James Matthews called the meeting to order at 5:02 p.m.

Roll Call

<b>Board Members</b>	James Matthews
<b>Attending:</b>	Karen Bounds Lynda Clemmons James Fenton Nancy Huntley Sarah Isaacs Jacob Roskovensky Leander Spearman Sandy West
<b>Board Members</b>	Susan Justice – Marion
<b>Attending by</b>	George Trammel – Marion
<b>V-Tel:</b>	
<b>Board Members</b>	
<b>Attending by</b>	NA
<b>Phone:</b>	
<b>Board Members</b>	Valerie Green -- (excused)
<b>Absent:</b>	Rachel Fuller – (excused) Gary Denué – (excused)
<b>Others Present:</b>	<b>Champaign:</b> Leslie Bednar, Chris Dawdy, Kimberly Townsend, Adrienne Elam, Kathy Jackson, Susan Palmer, Alayna Davies Smith, Tina Hubert, Linda McDonnell, Britta Krabill, Geoffrey Bant, Hillary Greer, Linda Ash, Angela Thompson, Michelle Ralston. <b>Decatur Public Library:</b> no attendees <b>Du Quoin:</b> Arlanna Fries, Beverly Miller <b>Edwardsville:</b> Bill Pixley, Brandon Chapman <b>Gilman-Danforth:</b> no attendees <b>Illinois State Library:</b> Anne Craig, Cyndy Colletti, Beth Paoli <b>Morrison-Talbot Public Library:</b> no attendees

**Consent Agenda:**

Karen Bounds motioned to approve consent agenda, Sandy West seconded. Motion carried by roll call vote.

**Approval of May Bills 2015:**

Sandy West motioned to approve Bills report, seconded by Lynda Clemmons. Motion carried by roll call vote.

**Financial Reports:**

In the Reserve Fund Summary projection, IHLS assumed not receiving any additional Area & Per Capita Allocation Payments for FY2015 by June 30, 2015, and not receiving Special Revenue Funds for FY2016 until after December 31, 2015. Capital Project Fund projection based on forecasted expenditures for remaining of FY2015, FY2016, and historical actual expenditures. The SHARE Reserve Fund indicated is the projected reserve fund balance as of July 1, 2015 excluding any projected FY2016 SHARE Fees assessed and to be collected.

Our projections indicate that IHLS can operate:

- **16 months** under the General Fund
- **5 months** under the Capital Fund
- **5.7 months** under the SHARE fund excluding the billed SHARE fees for FY2016
- General Fund will be able to carry Special Revenue Fund projects through the end of December 2015

Karen Bounds motioned to approve the financial reports. Sandy West seconded. Motion carried by roll call vote.

Anne Craig commented: FY2015 money should come in during the lapse period. The only concern is FY2016 as there is not yet a budget in place.

**FOIA**

None

**Public Comment**

None

**Communications**

Received a thank you note from James Matthews.

**Staff Update:**

Staff Update- Jim Fenton motioned to approve. Leander Spearman seconded. Motion carried by roll call vote.

Secondary Employment – None

Personnel: Legal concern regarding former employee – they will accept cash equivalent of two months IMRF payments with board approval. Prior approval was given.

**Secondary Employment Reports:**

None

**ISL Report:**

Anne Craig reported on continuing education events at the Illinois State Library: Small Public Library Management Institute (SPLMI) concluded earlier this month with 50 attendees; ILEAD USA (Illinois Librarians Explore, Apply and Discover) begins its June session this week. Due to the current budget impasse in Springfield, IHLS has been directed to hold steady with FY2015 plans of service approved levels and activities.

**Committee Reports:**

- Executive Committee -- James Matthews provided a quick verbal informational report
- Finance Report – Nancy Huntley, meeting went fast there were no questions. Will provide auditor information at the July meeting.
- Long Range Planning -- Reviewed Focus Group Report, next meeting will be held July 8<sup>th</sup> and 9<sup>th</sup>.
- Membership and Policy – there was no quorum this month. Proposed revision to the bylaws was presented to the board (attachment provided).
- Personnel – not available to report

**Unfinished Business:**

- Closed session minutes will be completed by James Matthews and provided at the July meeting.
- Online Auction – Susan Palmer –
  - Sold 7 vehicles (3 in Champaign, 3 in Edwardsville, and 1 in DuQuion).
  - Could not use Pay Pal this time, will use in the future.
  - Total money raised: \$6415.00
  - Suggest another auction to sell the remaining seven vehicles.
- RAILS Letter: Karen Bounds and Sarah Isaacs worked together to update the letter. Motion to accept the letter made by Lynda Clemmons and seconded by Jacob Roskovensky. No discussion. Motion carried by roll call vote.

**New Business:**

Letter from State Library and response was included as an attachment.

Recommendations: Board discussed the FY2016 System Area & Per capita Grant (SAPG) Application and questions from the Illinois State Library regarding application components. IHLS satisfactorily responded to the concerns in writing and also determined that future SAPG applications would be reviewed by the board finance committee.

Executive Director's Evaluation -- motioned by Leander Spearman to go into close session, seconded by **Sandy West**.

- Entered into closed session at 5:35 p.m.
- Returned from closed session at 6:15 p.m.

Long Term Care Insurance – Kathy Jackson presented IMRF Long term care option that is no cost to IHLS.

- Plans are fully portable
- Spouse and extended family is eligible
- Jacob Roskovensky motioned to elect the Long Term Insurance plan, Sandy West seconded. Motion carried by roll call vote.

Bylaw change:

- Facilities adhoc committee proposed bylaw change presented by Jacob Roskovensky. He will send the information to Ellen Popit for the next committee meeting.
- Will post to web site for comments. Will post for 30 days.
- Sandy West motioned to post revised language. Karen Bounds seconded. Motion carried by roll call vote.

Focus Group Report:

- Report provided

Communication Team:

- Taking lead to make changes on how IHLS is presented.
- We want to show transparency. Information and reports from Long Range Planning process will be posted to the web site as soon as they are shared with the board.

Prevailing Wage Rate:

- Karen Bounds motioned to pass prevailing wage rate, Nancy Huntley seconded. Motion carried by roll call vote.

Approve Legal Counsel:

- Jacob Roskovensky motioned to approve legal counsel for FY2016, Sandy West seconded. Motion carried by roll call vote

FY2016 Holiday Schedule:

- Jacob Roskovensky motioned to approve the FY2016 Holiday Schedule, Jim Fenton seconded. Motion carried by roll call vote.

FY2016 Board Meeting Dates and Times:

- Sandy West motioned to accept board meeting dates and times, Nancy Huntley seconded. Motion carried by remaining roll call vote.

Acknowledgement of Retiring Board Members:

- Certificates were presented to the departing board members:
  - Jacob Roskovensky
  - Nancy Huntley
  - Karen Bounds
  - Jim Matthews

Board Officers Nomination Committee -- Jim Matthews appointed the following to the board officers nominating committee:

- Leander Spearman
- Sarah Isaacs
- Valerie Green

- Motion made by Nancy Huntley to accept, Jacob Roskovensky seconded. Motion carried by roll call vote.

Appointed Karen Bounds to Long Range Planning Committee

- Motion made Jim Fenton, seconded by Sandy West. Motion carried by roll call vote.

**Public Comment:**

- Bill Pixley – asked about RAILS letter. Explained that this covered the Membership standards initiated by RAILS.

**Announcements:**

Leslie asked board members to take a look at the schedule of July and August committee meetings that was sent recently. Hopefully this schedule will work in the interim period while we wait for new board officers and a change of committee members.

Reminder of the Long Range Planning retreat July 8-9 at the Edwardsville office.

**Public comment:**

None

**Adjournment:**

Motion made by Karen Bounds to adjourn, Jacob Roskovensky seconded. Motion carried by roll call vote. Meeting adjourned at 6:49pm.