



## BOARD OF DIRECTORS MEETING MINUTES

November 26, 2019  
5:00 pm

**Carbondale Office: 1840 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**

3.1	Approve the, 2019 Consent Agenda a. Approval of October 29, 2019 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the October 2019 Bills	Roll Call – Carried
5.1	Accept the October 2019 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
	Adjourn	Carried

### Call to Order

Stacey Carter called the meeting to order at 5:05 p.m.

### Roll Call

#### Board Members:

Carbondale: Sandy West  
Champaign: Stacey Carter, Bev Obert, Bill Wagner  
Decatur Public Library: Melanie Weigel  
Edwardsville: Frank Bandre, Tina Hubert, Josh Short, Mary Smith  
Effingham: Janet Jenkins  
Absent: Karen Bounds  
Absent excused: Loretta Broomfield, Gary Denué, Susan Pennington, Charlene Topel

#### Other Attendees:

Carbondale: Brant Wingerter  
Champaign: Leslie Bednar, John Bode, Rachel Fuller, Dominique Granger, Ellen Popit, Anna Yackle  
Edwardsville: Brandon Chapman, Rhonda Johnisee, John Knirr, Shirley Paden, Cassandra Thompson  
Illinois State Library: Greg McCormick  
Zoom: Stacie Bushong

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

### **Consent Agenda**

Sandy West motioned to pull the October 26, 2019 minutes for correction. Frank Bandre seconded. Motion carried.

Bev Obert motioned to approve the consent agenda. Bill Wagner seconded. Motion carried.

### **Acceptance of Bills October 2019**

Tina Hubert motioned to accept the bills October 2019. Josh Short seconded. Motion carried unanimously by roll call vote.

### **October Financial Reports**

Rhonda Johnnissee reported that as of October 31, 2019, the target benchmark of the remaining budget should be 67% for all budget line items except "Personnel" which should be 69% based on total of 26 payrolls for the fiscal year.

#### General Fund

Total Revenues YTD Actuals are below YTD Budget by (37.7)%, which is primarily due to having received only 19.4% of the FY2020 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 15.2%.

#### SHARE

Fees for Services and Materials YTD Actuals \$1,212,866.04 represent 94.9% of the projection in the FY2020 Budget. 96.6% of the \$1,212,866.04 has been collected as of October 31, 2019. Total Expenses YTD Actuals are below YTD Budget by (9.3)%.

\$4,391,206.04 cash balance as of October 31, 2019 would fund IHLS General Fund operations alone an estimated 14.6 months based on current FY2020 Operations Budget. The balance would fund General and Special Revenue Funds operations approximately 12.7 months.

**Cash and Cash Equivalents** \$2,261,855.00 represents \$893,827.15 of SHARE Reserve Funds, \$216,657.31 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,151,370.54 Unrestricted (SHARE Operations). The Unrestricted Funds will fund SHARE Operations approximately 8.6 months based on current FY2020 Operations Budget.

Frank Bandre motioned to approve the October financial reports. Tina Hubert seconded. Motion carried.

### **FOIA Update**

None

### **OMA Update**

None

### **Public Comment**

None

### **Communication**

Leslie Bednar shared IHLS received information from Phil Lenzini regarding the new federal overtime rules that will be shared with members. In addition, Julia Pernicka shared information on how IHLS communications have been improved including working toward a consistent look, outsourcing printing and the use of more graphics. Email communications have been formatted in order that statistics can be gathered, and social media communications have also evolved with pre-scheduled messages and tagging. There has been a special focus on school libraries, advocacy and education information. The website has improved with more updated information and visuals with consistent page design.

## **Staff Report**

### Personnel

Bill Wagner motioned to enter closed session. Frank Bandre seconded. Motion carried. Entered closed session at 5:29 p.m.

Bev Obert motioned to reenter open session. Tina Hubert seconded. Motion carried. Entered open session at 5:41 p.m.

### Staff Update

Josh Short motioned to accept the staff report. Tina Hubert seconded. Motion carried.

### Secondary Employment

None

## **Illinois State Library Report**

Greg McCormick announced the library systems annual reports have been approved. The FY2020 state budget included \$50 million in funds for construction grants. The funding was approved, and the state library will be fast tracking the process for the libraries who submitted successful applications. The calculations for School Library Per Capita grants have been completed. The library has begun to receive Public Library Per Capita Grant applications for FY2020 and the Live and Learn construction grant applications will also start being accepted.

## **Committee Reports**

### Executive Committee

Stacey Carter reported the committee met and discussed the Drug Free Workplace policy and proposed updates to the Bylaws and Financial policies in addition to a special board meeting in December. The special board meeting is scheduled for Thursday, December 12 at 5 p.m. The executive committee will not meet in December.

### Budget and Finance Committee

Bev Obert reported a routine meeting in addition to reviewing proposed changes to the bylaws and financial policy. The next meeting is December 9.

### Membership and Policy Committee

Tina Hubert reported the committee met and discussed samples of public comment policies from the public libraries. It was determined that Ellen Popit would craft a sample for discussion in December. They also discussed the Marion Carnegie Public Library non-resident card fee. Their next meeting is

December 2.

#### Facilities and Operations Committee

Sandy West reported the committee met October 1. They approved minutes of the previous meeting and heard an overview of Susan Palmer's responsibilities. The committee did not meet in November.

#### Personnel Committee

Mary Smith reported the committee met and briefly discussed policy changes. However, there was no quorum due to technology issues, and no action was taken.

#### Advocacy & Education Committee

Melanie Weigel reported the committee did not meet. The next meeting is scheduled for December 9 at 4:30 p.m.

### **Unfinished Business**

#### Member Day 2019

Leslie Bednar and Ellen Popit reviewed the information about Member Day. This year was a stand-out year for our 5<sup>th</sup> annual Member day with record attendance, an engaging keynote and new location for vendors.

### **New Business**

#### Drug Free Workplace

Leslie Bednar reviewed the policy with board members. It will be posted for member comment and then brought back to the board at the December special meeting.

#### Proposed Update to IHLS Bylaws

Leslie Bednar reviewed the update with board members.

#### Proposed Update to IHLS Financial Policy

Leslie Bednar reviewed the update with board members.

#### Illinois Triad

Tina Hubert shared information about Illinois Triad which has the mission of quality of life and safety for senior citizens. Madison County is one of the few counties in the state who have one of these organizations. She suggested it would be a good idea for libraries to partner with them to widen the reach of information. The state Triad conference will be October 13<sup>th</sup> and 14<sup>th</sup> at Southern Illinois University Edwardsville (SIUE). Tina also suggested the possibility of IHLS having a booth at the conference.

### **Agenda Building**

The group reviewed subjects for the January meeting.

### **Public Comment**

None

### **Announcements**

Stacey Carter reminded members to check their email frequently and register for meetings. It is also citation review time. Tina Hubert announced this past week Six Mile Regional Library District received word that one of their patrons received a call from “branch library” which turned out to be a fraud scam. They shared this information on their Facebook page and then found other patrons had also received the same call.

**Adjournment**

Bill Wagner motioned to adjourn. Tina Hubert seconded. Motion carried. Adjourned 6:22 p.m.