



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: March 21, 2017

Time: 3:30 p.m.

(via phone, Adobe Connect, and at the office listed below)  
6725 Goshen Road, Edwardsville, IL 62025

### Call to Order

-Sandy West called the meeting to order at 3:31 p.m.

### Roll call

Sandy West - present

Sarah Isaacs - present

Rachel Fuller - present

Tina Hubert - present

Geoff Bant – present

Others present: Stacie Bushong, Leslie Bednar, Ellen Popit

### Public Comment

- None

### Approval of February 2017 minutes

- Rachel Fuller motion. Geoff Bant second. Motion approved.

### SHARE Update

-It was announced there are new Share members under the WalMart grant, Tilden Public Library and Jonesboro Public Library. Mt Olive Public Library and Carlinville School District adding a building. Funding is still available and we are working to identify more recipients.

### Administrative Updates:

#### *Accounting*

- Leslie Bednar reported accounting is busy gearing up for the end of the fiscal year and beginning to think about budget building. Waiting for details on the System Area & Per Capita grant, the Illinois State Library said it will be a more streamlined process than the previous year. Also working on having the vehicles repaired that were damaged by hail on February 28.

#### *IT*

- Leslie Bednar reported IT has added new V-tel equipment to Champaign. Formerly the equipment was leased but by purchasing instead we realized a savings in cost.

**Facilities and Operations**

- Leslie Bednar reported the operations team is currently review responses from the delivery survey and responding to questions in order to improve services for members.

**Grants and Membership**

- Leslie Bednar reported 23 libraries are left to complete certification. The state library will start calling libraries tomorrow.

**Administration**

- Leslie Bednar reported we are moving toward our record retention goal and it has started with disposing of surplus items in the building to make room for record storage.

**Open Meetings Act Compliance**

- Sandy West reported we are complying with the Open Meetings Act.

**Committee Updates:****Advocacy**

- Sandy West reported the entire list of goals and objectives were consolidated. She will present a report to the board this month.

**Finance**

- Tina Hubert reported committee reviewed the IHLS Financial Policy, IHLS Investment of Public Funds, Financial Procedures and Practices. They were accepted with few changes to be submitted to the Executive committee in April. Next meeting April 12, 3:00 p.m.

**Personnel**

- Geoff Bant reported three changes to the policy manual for the board to approve. Holding a meeting next month is yet to be determined.

**Facilities and Operations**

- Sarah Isaacs reported she did not attend the meeting on Monday. Charlene Topel hosted and Sara Zumwalt took notes. The surplus list was approved to move to the full board.

**Policy & Membership**

- Rachel Fuller reported the committee did not meet.

**Unfinished Business:****Champaign Office Roof Replacement**

- Leslie Bednar reported the process of cleaning the interior of the building has begun. She will visit Champaign on Thursday and will find out what progress has been made. IHLS staff working with King Lar to arrive at final cost for the project.

**June Board Meeting**

-The meeting will be held June 20th in Carbondale.

**Board Meeting Locations**

-The committee added Morrison Talbot Public Library and Effingham Public Library as board meeting sites.

***New Business:***

**Illinois Library District Act**

- Leslie provided details of the act that is now pending legislative approval.

**IHLS Goals and Strategies for Advocacy**

-Tina Hubert motion to accept as presented. Geoff Bant second. Motion carried.

**Review March Board Meeting Agenda**

- Two V-tel sites will be added for board meetings. Attachments 14.1, 14.2, 14.3 will be removed. Add section on what Institute of Museum and Library Services (IMLS) federal support has provided our libraries.

**Public Comment**

-None

**Announcements**

-Please remember to register in L2

**Adjournment**

- Sarah Isaacs motion. Tina Hubert second. Motion carried. Adjourned at 4:37 p.m.