



Illinois Heartland Library System

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## EXECUTIVE COMMITTEE MEETING MINUTES

Date: 09-18-17

Time: 3:30 p.m.

### Call to Order

Sandy West called the meeting to order at 3:33 p.m.

### Roll Call

Sandy West - Present

Geoff Bant - Present

Sara Zumwalt – Entered at 4:37 p.m.

Tiffany Droege - Present

Stacey Carter – Present, exited at 3:58 p.m. re-entered 4:08 p.m.

Leslie Bednar, staff

### Public Comment

None

### Approval of Minutes

Stacey Carter motioned to approve the August 18 minutes. Geoff Bant second. Motion carried.

### SHARE Update

Leslie Bednar reported that Chris Dawdy is no longer the SHARE director. In the interim period Joan Bauer and Traci Edwards as Interim Co-Directors. All schools are back in session and circulating. Cataloging Maintenance Center is part of a long term grant we have with the Illinois State Library. This year we are doing training across the state which is starting in the RAILS service area.

### Administrative Updates

#### *Accounting and Human Resources*

Leslie Bednar reported the audit is complete. Accounting staff is gathering information for the Annual report. Human resources in the process of hiring 2 new staff members and the new SHARE director.

#### *IT*

Leslie Bednar reported the Champaign office had an internal server that was failing. Able to get it back up and running and in the process of finding a replacement.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### ***Facilities and Operations***

Operations staff assisted with the Think Outside the Barn program assisting with transport of items in addition to sorting books and setting up. Susan Palmer will be presenting at the Missouri Library Association about different approaches to delivery.

### ***Membership and Grants***

Staff attended the Carla Hayden visit to the Rochester public library. Stacey Carter and Tina Hubert were board members who were present. Ellen continues to meet with new staff at member libraries.

### ***Administration***

Annual report is in process. Staff spent about a week and a half preparing documents and materials for the Carla Hayden visit, which will be modified for future events. We are currently working on a new conference booth set up.

### ***Open Meeting Act Compliance***

IHLS is up to date on compliance.

### ***Committee Updates***

#### ***Advocacy Committee***

Committee did not meet

#### ***Budget and Finance Committee***

Sandy West reported there was a brief presentation from the auditors. The audit will be moved on to the full board.

#### ***Facilities and Operations Committee***

Committee did not meet

#### ***Membership and Policy Committee***

Tiffany Droege reported the meeting was an opportunity for new members to meet each other and receive information about the committee.

#### ***Personnel Committee***

Committee did not meet

### ***Unfinished Business***

#### ***Personnel***

The committee recommends the committee move the executive director's review to the full board. Leslie Bednar reported interviews for the new SHARE director were held and the hiring process is ongoing.

### ***IHLS Board Training***

Sandy West reported 1 board member has logged in to view the video. Emphasis on the importance of this training for ongoing advocacy.

### ***IHLS Board Networking Events***

Networking events are scheduled for future board meetings and with the Members Matter meetings.

### **New Business**

#### ***FY2017 Financial Audit***

Sandy West reported the audit will be presented at the board meeting. Leslie Bednar reported the auditors gave IHLS a clean opinion. The audit did indicate a deficit due to the funds not arriving prior to the fiscal year end.

#### ***FY2017 Annual Report***

Leslie Bednar reported most of the annual report documents are complete. The draft will be made available for the board to review however the final report will not be available to the board until it has been submitted to the State Library and posted on our website.

### **October Board Meeting Agenda**

Add discussion section for shared articles. Board member requirements.

### **Public Comment**

None

### **Announcements**

Executive committee meeting time will change to 4:30.

### **Adjournment**

Sara Zumwalt motioned to adjourn. Stacey Carter second. Motion carried unanimously by roll call vote. Adjourned 4:44 p.m.