



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: November 20, 2017

Time: 4:30 p.m.

### Call to Order

Sandy West Called the meeting to order at 4:38 p.m.

### Roll Call

Sandy West – present

Geoff Bant – present

Sara Zumwalt – present (exited at 4:45 p.m. reentered at 5:10 p.m., exited 5:56 p.m.)

Stacey Carter - present

Tiffany Droege – absent

Others present: Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of Minutes

Stacey Carter motioned to approve October 24, 2017 minutes. Sara Zumwalt second. Sandy West requested one change. Motion carried with change.

### SHARE Update

SWANS (A library consortium in RAILS) wished to see some statistics from SHARE. The organization is currently the most closely related consortium in RAILS that is almost entirely independent of the RAILS governing structure. They are considering a new fee structure and wished some comparison information.

### Administrative Updates

#### *Accounting and Human Resources*

Leslie Bednar reported there is one month to go until the first half of the fiscal year ends. There is a 6-month financial report that is due to the state library. They recently completed the FY2017 LSTA (federal funding) Grant Report.

#### *IT*

Leslie Bednar reported Troy and staff are working on final list for new hardware for SHARE. Next

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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year will be 5 years on the Polaris platform. We do have some servers that will need to be replaced. The plan is to remain with Polaris for the foreseeable future. Polaris contract was the same for the first 5 years. Years 6 and 7 have a 3% increase. We have no restrictions on leases or locations. Once the 7-year contract expires, subsequent annual renewals cannot increase more than 3%.

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

Staff are finalizing surplus list for IT materials. The state list for contract vehicle purchase will be out any day now and we will use that to purchase some new vehicles.

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

Leslie Bednar reported Ellen continues to visit libraries with new directors. She also visited the East St. Louis SD #189 to work with them to bring them on as members. Grants to support our library members are being looked at the most. The Wal-Mart grant has finally been depleted, with all funds utilized for appropriate expenditures.

### ***Administration***

Leslie Bednar reported we have been looking at record retention and staff made a visit to Carterville to evaluate what needs to be done to get permanent records to Edwardsville and destroy those that qualify. Leslie volunteered to be on the marketing committee for Illinois Digital Heritage Hub Committee. Also attended the CARLI annual meeting last week.

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

IHLS is in compliance.

### ***Committee Updates***

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

Sandy West reported the committee met on November 7 and there was unfinished business on the target list. This is a working document for all board members to contribute to. The committee will be renamed once all members are present. The committee will be developing a focus for school libraries. All members have homework to turn in before the next meeting.

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

Sara Zumwalt reported a routine meeting in addition to the discussion of 2 new staff position in the accounting office. Discussed a bylaw change for Leslie to be able to appoint check signers without board approval.

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

Stacey Carter reported there was a surplus list provided for electronic items. The committee has asked for a more detailed list. It estimates that 80% of the items will be recycled or scrapped. The updated surplus list will be ready for the board meeting. All appropriate items will be auctioned. It is not anticipated a meeting will be necessary until next month.

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

The committee did meet.

### ***Personnel Committee***

Geoff Bant reported the committee met and considered several job descriptions. The committee will meet again December 7.

### **Unfinished Business**

#### ***Board Member Attendance***

Sandy West requests the committee recommend the board vacate John Phillips seat due to his continued absence and lack of communication.

#### ***Nominating Committee***

Sandy West shared her Nominating committee recommendations. The goal is for the committee to meet for the first time in December. Three of the members are new, two are veterans. Geoff Bant motion to accept the Nominating committee recommendations. Sara Zumwalt second. Motion carried.

### **New Business**

#### ***IHLS Hiring Procedure***

Leslie Bednar shared a memo on the IHLS hiring procedures. She addressed questions that came up during the Special Board Meeting in addition to after the meeting. Legal counsel assisted with document research. Most notably we follow state and federal guidelines when they apply. Hopefully this will answer all questions that arose from board members. Leslie asked for clarification on what the board would like to hear regarding new hires. The decision was made that the job description outlines the requirements and the Director should be trusted to find the right person who meets the qualifications.

#### ***Human Resources Generalist Proposal***

Leslie Bednar stated this position was shared with the Finance committee and approved. It was not in the FY2018 budget so must be approved by the board. Geoff Bant motioned to bring the position to the full board. Stacey Carter second. Motion carried unanimously by roll call vote.

#### ***Part-Time Accounting Coordinator Proposal***

Leslie Bednar explained that the CFO proposed adding a student/intern in a temporary part-time position to fill in while an accounting professional is on maternity leave. The feedback from the finance committee was that adding a permanent part-time position was acceptable. Leslie is recommending an individual who can fill in for either accounts payable or receivable. We may need to call a special board meeting in order to approve the position prior to January. A draft position description will be shared with the board for their November 28 meeting.

***November Board Meeting Agenda***

Committee reviewed draft November board agenda.

**Public Comment**

None

**Announcements**

Have a happy Thanksgiving

**Adjournment**

Stacey Carter motioned for adjournment. Geoff Bant second. Motion carried. Adjourned at 6:08 p.m.

DRAFT