



EXECUTIVE COMMITTEE MEETING

August 11, 2021 – 5:00 p.m.

(Via phone, Zoom)

Join from PC, Mac, Linux, iOS or Android:

<https://illinoisheartland.zoom.us/j/667948191?pwd=T3FYckJ1TVduUTVxcGVSOVZoTnliQT09>

By Phone Only: 408-638-0968 | ID: 667948191

IHLS Board of Trustees will accept public comments. Please submit comments and supporting documents to publiccomment@illinoisheartland.org or use the form found on the IHLS website at <https://illinoisheartland.org/content/board-meeting-public-comment-form>.

Members:

Josh Short, President

Karen Bounds, Treasurer

Loretta Broomfield, Vice President

Leslie Bednar, Staff

Stacey Carter, Secretary

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of July 14, 2021 Minutes (**Attachment 4.1**)
5. Approval of July 23, 2021 Minutes (**Attachment 5.1**)
6. SHARE Update
7. Administrative Updates
 - a. Accounting and Human Resources
 - b. IT
 - c. Facilities and Operations
 - d. Membership and Grants
 - e. Administration
8. Open Meetings Act Compliance
9. Committee Updates
 - a. Advocacy
 - b. Budget and Finance
 - c. Facilities and Operations
 - d. Membership and Policy
 - e. Personnel
10. Unfinished Business
 - a. FY2022 Board Meetings
11. New Business

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- a. Personnel Code Review (**Attachment 11.1**)
--Personal Social Media and Online Communication Policy
 - b. FY2022 Member-at-Large Recommendation
 - c. FY2022 Committee Assignments
 - d. [Ethics Commission](#)
- 12. August Board Meeting Agenda (**Attachment 12.1**)
 - 13. Public Comment
 - 14. Announcements
 - 15. Adjournment



EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 14, 2021

Time: 5:30 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:33 p.m.

Roll Call

Members present: Loretta Broomfield, Stacey Carter, Bev Obert, Josh Short

Members absent: Chastity Mays

Others present: Leslie Bednar, Stacie Bushong (entered 5:35 p.m.)

Public Comment

None

Approval of, 2020 Minutes

Josh Short motioned to approve the June 16, 2021 minutes. Loretta Broomfield seconded. Motion Carried.

SHARE Update

Leslie Bednar reported staff are closing out the E-Books grant and implementing the Solus mobile app. With the passing of the Student Online Personal Protection Act (SOPPA) it is a good time to remind SHARE members about patron privacy.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported staff are working on the annual OCLC and the Sharing Heartland's Available Resources Equally (SHARE) invoices in addition to heavy prep for audit field work. Human Resources has been busy with school library membership interviews.

IT

Leslie Bednar reported IHLS is no longer dependent on the Reaching Across Illinois Library System (RAILS) for Zoom access, all goes directly through to Zoom now, this is because RAILS no longer works with the ICN. The website mockup has been approved by our internal workgroup and we have contracted with a new vendor for virtual conferences.

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Facilities and Operations

Leslie Bednar reported Carbondale general fund staff have stepped in to help sort until new sorters can get hired. The Edwardsville staff is adjusting to their new layout in the delivery department.

Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackle presented on board and staff responsibilities at a member board meeting this week. There was some debate among the board members, and it is the hope that they can begin to work together for the sake of the communities involved. The Tech Needs survey closes Friday and at this time 73% of public libraries have responded. The Illinois State Library is going to speak on grant offerings at the Members Matter meeting this week.

Administration

Leslie Bednar reported she and Stacie Bushong are working on preparations for the Annual Report. Stacie has been working on improving the orientation process in addition to onboarding new board members.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee did not meet.

Budget and Finance Committee

Stacey Carter reported the committee met and held a routine meeting in addition to discussing the Edwardsville building update.

Facilities and Operations Committee

Bev Obert reported the committee did not meet.

Membership and Policy Committee

Loretta Broomfield reported the committee did not meet.

Personnel Committee

Josh Short reported the committee met and reviewed the Adverse Weather Policy and recommended moving it to the full board.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reported the furniture has been installed. And staff have returned to work. Most of the work has been completed for FY2021. Currently electricians are checking lighting and bulb replacement. The garage doors will be replaced due to wear and tear.

New Board Member Orientation

Leslie Bednar reported board orientation is scheduled for July 19 and July 26. Stacie Bushong has been working on improving the process. Leslie introduced the concept of Board Mentors; a group of seasoned board members to be available to answer questions and give guidance to peer board members. The committee is open to the idea and thinks it will be beneficial for both new and current board members. Suggested for the mentor group are Stacey Carter, Karen Bounds, Loretta Broomfield, and Bev Obert.

New Business

FY2022 Board Meetings

Leslie Bednar discussed how the committee suggests moving forward with meetings; in-person or virtual. The committee decided on offering in person locations for those who choose to meet in person and continue to offer the option of Zoom. A poll will be sent to board members to discover which locations work best for them to meet in person.

Personnel Code Review - Adverse Weather Policy

Josh Short reported the policy did not change much, with the addition of non-exempt employees being able to work from home when the system is closed for inclement weather.

Josh Short motioned to move the Personnel Code Review - Adverse Weather Policy to the full board. Bev Obert seconded. Motion carried.

Agenda Building

The committee discussed the July agenda.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Loretta Broomfield seconded. Motion carried. Adjourned at 6:36 p.m.



EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 23, 2021

Time: 1:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 1:06 p.m.

Roll Call

Members present: Stacey Carter, Chastity Mays, Josh Short

Members absent: Loretta Broomfield, Bev Obert

Others present: Leslie Bednar, Stacie Bushong, Rhonda Johnisee, Ellen Popit, Pam Thomas, Jill Trevino

Public Comment

None

Unfinished Business

None

New Business

SHARE Budget Amendment – CARLI Project

Josh Short motioned to move the SHARE Budget Amendment – CARLI Project to the full board.

Chastity Mays seconded. Motion carried.

Public Comment

None

Announcements

None

Adjournment

Chastity Mays motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 1:17 p.m.

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Personal Social Media and Online Communication Policy

At IHLS, we understand that social media and other forms of online communication can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities, particularly if you are representing yourself as an employee of IHLS (such as through listing your current employer and position). To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. For the purpose of this policy, *social media and online communication* includes all means of publicly communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, personal website, social networking or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with IHLS, as well as any other form of electronic communication and social media platforms (e.g., Facebook, YouTube, LinkedIn, Instagram, Twitter, etc.). Carefully read these guidelines and other IHLS policies such as its policies against discrimination and harassment to ensure that your postings are consistent with these and other policies of IHLS.

Content Guidelines

- **All IHLS policies apply to your activities online.** Ultimately, you are solely responsible for what you post online. Before creating online content, keep in mind that if your conduct adversely affects your job performance or that of colleagues, members, customers, suppliers, people who work on behalf of IHLS, or IHLS's legitimate business interests, it may result in disciplinary action up to and including termination.
- **Know and follow the rules.** Carefully read these guidelines, the IHLS Diversity Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or any other inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- **Be respectful.** Always be fair and courteous to fellow associates, customers, members, vendors, and people who work on behalf of IHLS. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media or other online outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, associates or suppliers; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts

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that could contribute to a hostile work environment on the basis of actual or perceived race, sex, disability, religion, or any other status protected by law or IHLS policy.

- **Be honest and accurate.** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about IHLS, fellow associates, members, customers, suppliers, people working on behalf of IHLS, or competitors.
- **Post only appropriate and respectful content:**
 - Maintain the confidentiality of IHLS trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
 - Respect financial disclosure laws.
 - Do not create a link from your blog, website, or other social networking site to an IHLS website without identifying yourself as an IHLS associate.
 - Never represent yourself as a spokesperson for IHLS. If IHLS is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of IHLS, fellow associates, members, customers, suppliers, or people working on behalf of IHLS. If you publish a blog or post online related to the work you do or subjects associated with IHLS, make it clear that you are not speaking on behalf of IHLS. One way to do this is to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of IHLS.”

Using social media at work

Refrain from using social media while on work time or on equipment IHLS provides unless it is work-related as authorized by your manager or consistent with the Use of Facilities and Equipment and Materials Policy. Do not use IHLS email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Security

You should take care to maintain the security of your personal data on social media. You should refrain from posting personally identifying information, such as your home address, telephone numbers, birth dates, or credit/financial information on any social media sites. Personal data can be used by malicious actors to hack, infiltrate, disrupt, and otherwise threaten your safety and IHLS data. You must be vigilant against threats often launched through social media sites, including:

- “spear phishing,” which is the practice of publishing a link or document on a site that, when clicked or opened, launches an attack;

- “social engineering,” which relies on exploiting the human element of trust to collect information to be used against the target; and/or
- web applications, which are dynamic web pages that use scripting to provide additional functionality to a site and, when used maliciously, can compromise your account and download unauthorized software onto a computer.

Monitoring

IHLS may monitor the Internet and IHLS equipment for employee compliance with this policy and to enforce other IHLS policies.

Retaliation is prohibited

IHLS prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including immediate termination.

Media contacts

Associates should not speak to the media on IHLS’s behalf without contacting the Marketing/Communications Team. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your IHLS human resources representative.



Illinois Heartland Library System

IHLS - Board of Directors Meeting

August 24, 2021

ZOOM

Join from PC, Mac, Linux, iOS or Android:

<https://illinoisheartland.zoom.us/j/667226270?pwd=eTc0dWk1SlVlSQWJ6cXB0M0xzdzlzZz09>

By Phone Only: 408-638-0968 | Meeting ID: 667226270

5:00 P.M.

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Joshua Short, President
Loretta Broomfield, Vice President
Stacey Carter, Secretary
Karen Bounds, Treasurer
Ann Chandler
Jenna Griffith
Ryan Johnson
Tammy Krouse

Kevin Latoz
Kris Lundquist
Chastity Mays
Lupe Mejia
Zachary Newell
Bev Obert
Jill Shelton

- 5:00 PM Action 1. Call to Order
- 5:01 PM Action 2. Roll Call
- 5:05 PM Action 3. Consent Agenda

All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

- a. Approval of July 27, 2021 Minutes (**Attachment 3.1**)
- b. July Director & Staff Activity Report (**Attachment 3.2**)
- 5:15 PM Action 4. Acceptance of August Bills 2021 (**Attachment 4.1**)
- Action 5. August 2021 Financial Report (**Attachment 5.1**)
- 5:30 PM Information 6. Freedom of Information Act (FOIA) Update
- Information 7. Open Meetings Act (OMA) Update
- Information 8. Public Comment
- Information 9. Communication
 - a. Continuing Education
- 10. Human Resources
- 5:45 PM Action a. Staff Report (**Attachment 10.1**)

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| | Action | b. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) |
| 5:50 PM | Action | c. Personnel -- (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) |
| 5:55 PM | Information | 11. Illinois State Library Report |
| 6:05 PM | Information | 12. Committee Reports |
| | | a. Executive -- Josh |
| | | b. Budget and Finance -- Karen |
| | | c. Policy and Membership -- Loretta |
| | | d. Facilities and Operations -- |
| | | e. Personnel -- Josh |
| | | f. Advocacy and Education -- Josh |
| 6:15 PM | | 13. Unfinished Business |
| | Action | a. Board Committees (Attachment 13.1) |
| | | 14. New Business |
| 6:30 PM | Action | a. Personnel Code Review (Attachment 14.1)
Personal Social Media and Online Communication Policy |
| | Action | b. Ethics Commission (Attachment 14.2) |
| 6:45 PM | Information | 15. Agenda Building |
| | Information | 16. Public Comment |
| 7:00 PM | Information | 17. Announcements |
| 7:05 PM | Action | 18. Adjournment |

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