



# Illinois Heartland Library System

Illinois Heartland Library System  
Executive Committee Meeting  
February 17, 2014

Linda McDonnell called the meeting to order at 4:31 p.m.

## **Roll Call.**

**Present:** Linda McDonnell, President  
Susan Mendelsohn, Treasurer  
Karen Bounds, Member At-Large  
Leslie Bednar  
Peggy Durst

**Absent:** Betsy Mahoney, Vice President  
Jim Matthews, Secretary

## **Public Comment.**

None.

## **Minutes.**

Karen Bounds moved that the minutes be approved. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

## **System Boards Meeting at Illinois State Library.**

This meeting is scheduled for May 13. More information will be sent closer to the date. Board members are encouraged to submit discussion items. Suggestions from the committee: How are the systems similar? What do all systems have in common? How far along is RAILS in their long range planning process?

## **Staffing Update.**

Loretta Broomfield, IMSA Manager has resigned to accept a position as director of a public library. Rose Mary Barczewski's last day was February 14. Her position will be posted this week. Business Department staff will meet on Tuesday to be sure all areas are covered.

Financial statements and other reports are in process and will be ready for the Finance Committee meeting on Wednesday. The goal is to fill this position as soon as possible. IHLS accounting staff will work with the external audit firm that performed audits for Lewis & Clark Library System to make sure IHLS meets all of the requests from the FY13 audit. Check and balance controls are in place.

## **Staff Evaluation Process Update.**

Evaluations are moving toward completion and should be completed early in March. Questions from the committee: How many of our staff have not received a retroactive raise as of today for FY14? How much is available for raises yet this fiscal year?

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**Long Range Planning Update.**

The ad hoc Long Range Planning Committee determined we will begin the process with a one-day board retreat to allow the board to focus on the goals of the long range planning project. Notes will be available for those who are unable to attend.

**LLSAP Update.**

Two more public libraries have signed up to join SHARE. The Share annual meeting has been rescheduled for February 19.

As the largest library consortium in North America, several library groups are eager to talk to our SHARE staff, including libraries from New York State and Wisconsin.

**Operations Update.**

The statewide delivery committee is approaching its last meeting and a report on their work will be released.

**Facilities Update.**

The Du Quoin building has several plumbing problems, especially with toilets that are not flushing. There are also problems with leaks in the roof. Susan Palmer, the newly hired Operations Director has discussed these problems with the owner. It is in the IHLS lease that if we notify the owner of a problem and they don't address it within a reasonable time frame, IHLS can make repairs and deduct the cost from our rent payment.

**Grants Update.**

None.

**Review Agenda for February Board Meeting.**

The Committee reviewed the Board agenda.

**Public Comment.**

Tina Hubert is running for ILA President.

**Announcements.**

None.

**Adjourn.**

Karen Bounds moved that the meeting adjourn. Susan Mendelsohn seconded the motion. The meeting adjourned at 5:42 p.m.