



**Illinois Heartland Library System  
Executive Committee Meeting  
October 22, 2014, 4 p.m.**

**Call to Order**

James Matthews called the meeting to order at 4:02 p.m.

**Roll Call**

Board Members Present: James Matthews, Jacob Roskovensky, Valerie Green

Board Members Absent: Karen Bounds, Nancy Huntley

Guests: Leslie Bednar, Julia Pernicka

Without three of five committee members present, the meeting continued as an informational meeting with no action taken.

**Public Comment**

None

**Approval of Minutes**

Minutes will be approved at the November meeting.

**SHARE/Dream Grant Update**

Ellen Popit and Chris Dawdy have made significant progress visiting public libraries not currently in SHARE. In many cases, they present at board meetings which allows for broader dissemination of grant information.

**Administrative Updates**

**Operations Update**

Five new courier vans were received and distributed. This was FY14 money set aside for staff and courier vehicles with mileage over 200,000. Holding off on spending FY15 money until after the income tax issue is resolved in Springfield.

**Facilities Update**

Du Quoin: Owners of building may have someone interested in buying their building.

Champaign: The new HVACs have been installed. One is dedicated to the server room.

Edwardsville: The outside of the Friar Tuck building is complete. Construction starts tomorrow on readjustment to our parking lot. Next phase will be bids to have it restriped and sealed.

**Grants**

Submitted an amended budget for talking books, which was approved.

**Staffing**

Interviewed for Web Developer position, which is part of the dream grant. Vision of creating some kind of portal through our site so SHARE members have log in and can access. The Web Developer Position was offered to Brant Wingerter who was the Network Administrator. A search has begun for a new Network Administrator which will be located primarily in Edwardsville.

**Open Meetings Act**

We are in conformity.

**Committee Updates****Membership and Policy**

First reading from last month is going out for approval.  
Another bylaw change (Write In Policy Votes) for comments and first reading this month.

**Finance**

Finance meeting has been postponed. Hoping to schedule a phone meeting before the regular board meeting.

**Personnel**

Have not met yet. Leslie Bednar stated a former employee has reportedly signed the agreement. We have nothing in writing yet.

**Facilities**

No report

**Long Range Planning**

They met. Reviewed the proposed timeline from consultant group to help with LRP. A survey should be sent to our board in November. Timeline will be in the board packet.

**Unfinished Business**

**IHLS Personnel Code**

Jim Matthews asked for a legal opinion on the ISL comments regarding personnel code. He received a letter from the attorney. If it is the will of the board that we go through changes then we go ahead. Will need full board to authorize. This attachment should be included in the packet.

**Response to A&PC Grant**

Leslie received confirmation that ISL had one final question on the language that was in the budget narrative on how we would handle payment if attending program with RAILS and reimbursement. This item has correlating revenue and expenditure in the budget so no impact on budget in the end.

**Annual Report**

The primary component is the audit and financial information from the audit. We received a second extension on the audit.

**Audit Update**

Auditors will be on site next week starting on Monday. We asked for supporting documentation for FY12 and FY13. What is the impact? What is the fee?

Leslie will prepare a backgrounder for the board packet on this issue. The goal is very clear and concise information.

**New Business****Additional Videoconference Locations**

In FY12 ISL offered VTEL grants to IHLS to replace equipment in Carterville and four member libraries. Expressed in grant was that the equipment would be available if possible. Will contact the four locations to see if they would be available as a VTEL site for the Board meetings.

**Consent Agenda Layout**

Will start using the consent agenda this month. Add the written reports for committees. Can include information items coming from committees or Leslie that will not require discussion. Will use the Policy and Executive Team as an example. Add wording, "Information provided from committees is for information purposes only."

**Add to next agenda:**

Unfinished business: Bylaws : electronics meeting policy  
New Business: Write In Vote Policy  
Additional videoconference locations  
Appoint Public Library Director to Replace Erin Steinsultz  
Reconsideration of SHARE Database Fee

**Public Comment**

None

**Announcements**

None

**Adjourn**

The meeting adjourned at 5:38 p.m.

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