



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING MINUTES

January 21, 2015

Call to Order

Meeting was called to order @ 4:02 pm by Jim Matthews

Roll Call

- James Matthews, President - present
- Karen Bounds, Vice President - present
- Jacob Roskovensky, Secretary - present
- Nancy Huntley, Treasurer - present
- Valerie Green, Member At Large - present

Also attending: Kimberly Townsend, Leslie Bednar

Public Comment

None.

Approval of November Minutes

- James Matthews motioned to approve the November minutes
- Karen Bounds seconded.
- Passed unanimously

SHARE/Dream Grant Update

- Adding additional to the back end of the database
- There is conversation about applying for additional funding.
- Goal was to bring on 40 libraries in two years. Current number is 57.
- Karen Bounds – question – A librarian asked why they have not heard back about the Dream Grant. Leslie suggested that we will follow up with the location in question and address in the Share/Dream report at the January board meeting.

Administrative Updates

- Operation – things are going fairly smooth.



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- There was a one-day closure in Champaign due to weather, all other sites stayed open.
- Du Quoin is working on zoning all routes. New software called LEAP will be set up soon. We will beta-test a route to see how far we may speed up delivery and return of items. The route identified is in the Edwardsville Hub. We will provide training on the software for all libraries in the pilot. The LEAP software will allow a report in Polaris that alerts delivery staff when items are to be retrieved at libraries, and we can make a delivery stop at libraries on their non-scheduled pick up days.
- **Facilities**
No report.
- **Grants** – Received \$1.9 million of Per Capita grant. This was the first of three scheduled allotments. Represents 57% of total allocation. Not sure how remainder of funding cycle will play out.
- **Staffing**
 - Hired Kimberly Townsend as Executive Assistant
 - Hired new HR Assistant - they resigned
 - Kathy Jackson provided 1½ day session on Supervisory skills – Supervisory Training 101. This training covered the following training: HR legal, managerial, financial, IT, and general IHLS hiring processing. We also covered how to handle and resolve difficult conversations.

Open Meetings Act

New item discussion – Bylaws

- Will review voting policy, our current policy is done by tradition, it is not required by the state.
- Will add to next month's agenda.
- Jim & Karen - agreed that we should not call roll at each item
- Jacob will revisit this item with Policy and Membership committee



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Committee Updates

- **Membership and Policy**
 - Draft minutes report received. Jacob covered the proposed changes to Article IV section 9 – Board attendance.
- **Finance**
 - Will have report on recent audit on Friday of this week
 - We asked Finance committee members to submit questions in advance of the meeting.
 - Goal is to share questions and answers with the board packet, and to ask board members to submit any additional questions in advance of board meeting.
- **Personnel**

No report
- **Facilities**

No report
- **Long Range Planning**

No report

Unfinished Business

- **Focus Groups** – we are setting up the focus group schedule. The presenters did a great job on the 9th. James Matthews attended on the 8th.
- **Annual Report**

Other components will be completed and we will submit end of next week.
- **Audit Update**

We have reached end of line. Edited and re-edited the four parts of the audit. Will go to Financial Committee today. Management discussion and analysis will be changed and send separately to Finance committee.

 - James Matthews expressed his gratitude to the staff in appreciation for all their work.

New Business

- **November – December Bill Payments**
 - Sending questions to Nancy to discuss at Friday morning meeting.



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- **January Planning Retreat**
 - Draft – Mission/Vision/Value Statements – will be featured in the spring focus groups and survey.
 - Long Range Planning committee to work with retreat in summer. Tentatively set for July 8th & July 9th.
- **Review January Board Agenda**
 - Staff Updates – one secondary employment form anticipated
 - No additional personnel matters
 - Illinois State Library Hearing was today. Very few comments, meeting was completed quickly. The state only received 4 official written responses which were to be in by the end of the day this past Friday.
 - Goal is to present final draft to Joint Committee on Administrative Rules (JCAR) for their March meeting. If they approve, changes become law in April.
 - Leslie expressed absence of a Long Range Plan in draft revision is a significant concern.
- **Smart Start meeting** – Attachment C
 - What happens next?
- **Bylaws**

Make sure to include attendance of Board members (article VI, section 9) on the agenda

Public Comment

None

Announcements

None

Adjournment

Meeting adjourned 4:56 p.m.

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