



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING MINUTES

April 22, 2015, 4 p.m.

(via phone, Adobe Connect, and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 3892694

Adobe Connect Link: <http://webjunctionillinois.adobeconnect.com/executive/>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Attendees:

James Matthews

Karen Bounds

Jacob Roskovensky

Nancy Huntley

Valerie Green – absent

Others Present – Leslie Bednar/Kimberly Townsend

Call to Order:

Jim Matthews called the meeting to order @ 4:01 pm

Public Comment:

None

Approval of March 18th, 2015 minutes:

Motion to approve March 18th minutes: Nancy Huntley made motion, Karen Bounds 2nd.
Motion carried.

SHARE/Dream Grant Update:

- Monday was the Semi Annual Meeting
 - We reviewed fees – basic fee increased from \$100 to \$150 per member.
 - Basic membership fee will be constant for 3 years.
- Transitional Members:
 - Moving forward, member count ceiling is set at 62 members
 - The ceiling gives us an opportunity to process into Polaris by June 30, 2016
 - Hope to provide advocacy tools for new members



Illinois Heartland Library System

Administrative Updates:

Operations:

- Purchasing 2 staff vehicles to replace old vehicles
- 4 new delivery vehicles to replace those that are over 200,000 miles or more

Facilities:

- Looking for additional roof options in Champaign
- Waiting on response from landlords in Du Quoin to regarding leaks in roof
- Installed PolyComm video conferencing server(factory refurbished) in Edwardsville and same in Decatur PL at greatly reduced rate compared to the ICN rate

Grants:

- April 15th all quarterly grants where submitted on time.
- Currently working on IMSA, OCLC & CMC grants and TMQ (The MARC of Quality) grant

Staffing:

- Hired 4th Accounting staff member last week. She will be working 100% on OCLC. She starts the 1st week of May.
- New IT member has been on staff two weeks, Brandon Chapman. He is working out great, we are happy that he is onboard.
- Faith Jones is retiring in the middle of May. Her replacement has started and is being trained by Faith.
- Operations Assistant position recently vacated, has been filled and the new employee is now on board.

Open Meetings Act:

- We had one violation, it has been addressed.

Committee Updates:

Membership and Policy Committee:

- Policy met, minutes did not go forward to the committee
- Suspending 3 member libraries due to issues
- Received application for Decatur Correctional Center law library, recommending approval



Illinois Heartland Library System

- East St Louis School District #189 was a prior member who is currently requesting membership information - we are awaiting the completed application.

Finance Committee:

- Will meet on Monday and report at board meeting

Personnel Committee:

- Committee did meet, will provide a report at the board meeting.

Facilities Committee:

- Parking lot repair cost \$85,000.00
- HVAC unit in Du Quoin \$8,000.00
- Edwardsville parking lot bid – seal & strip \$8300.00
- Committee is planning to review more building location options

Long Range Planning Committee:

Did not meet this month. This team needs new leadership. George is now participating on the Illinois State Library Advisory Committee (ISLAC) Board and has asked to be removed. Nancy Huntley volunteered to help. The board will consider appointing someone in the interim.

Nomination Committee:

- Elections are complete. Committee is done.
- Ready to present the board election results at the May board meeting.

Unfinished Business:

- Accounts Receivable Coordinator has been hired
- Plan of Service / Budget:
 - Reserve fund presented at the board referred to the capital fund only
 - CD's also considered as available cash
 - Working Capital – also have available funds
 - Plan of Service report will be updated in the board packet
- All System Board Meeting:
 - Will be held May 12th.
 - The agenda suggestions from the Executive Committee have been submitted



Illinois Heartland Library System

New Business:

- Decatur Video conferencing – has been installed. This should improve quality at this location.
- 2015 Annual Meeting 50th Anniversary
 - Theme = 50th Anniversary of Library Systems in Illinois
 - Recognize board members who are retiring members and staff
 - Recommend Champaign – members are in agreement
 - Will provide a schedule next month
 - Will invite new board members as well
- Capital Projects:
 - Purchase 4 vehicles
 - Parking lot in Edwardsville
 - HVAC in Du Quoin
 - Servers in Edwardsville
- Citation Review Schedule:
 - Suggested schedule provided
 - Suggest that each board member present a citation or a citation section to the board members. Each presentation will have a time limit.
 - Staff will provide overview of System Act
 - Leslie will provide backgrounder for next board meeting packet

Agenda Building:

- Susan Mendelsohn is retiring – will confirm for presentation at April board meeting
- Consent agenda will include:
 - Board prior minutes, Policy, Facilities, Personnel, HR Report, Operations report, Staffing Report, Activities Report, IT Report, Share Dream Grant report
 - Finance report will be pulled from the consent agenda this month and going forward.
- Unfinished business:
 - Board to approve budgets – general/share/capital fund
 - ISL approves Special Revenue funds and Fiduciary fund

(Jim Matthews signed out of meeting – prior appointment – Karen Bounds took over as Chair)

- New Business
 - Review of closed session meetings – last review 10/23/12 (July-Dec 2011 data)



Illinois Heartland Library System

- Jim Matthews is currently reviewing – in June we will review Jan-May 2015 closed meeting requests.
- Member suspensions
- New members
- Long Range Planning appointment

Public Comment

None

Announcements

None

Adjournment

Nancy Huntley motioned to adjourn, phone disconnected (lost Jacob Roskovensky) two members were left. Karen Bounds adjourned @ 5:28pm.