

IHLS - Board of Directors Meeting

December 1, 2016 – 5pm

Edwardsville Office

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Phone: 618-656-3216

- **Call to Order:**
 - Chair – Leander Spearman called the meeting to order at 5:01 pm.
 - Board members present: Geoffrey Bant, Lynda Clemmons, Alayna Davies-Smith, Gary Denué, James Fenton, Rachel Fuller, Tina Hubert, Sarah Isaacs, Susan Justice, Sandy West, Clyde Hall, and Mary Barteau
 - Absent: George Trammell, Charlene Topel.
 - Others in attendance:
 - Edwardsville - Leslie Bednar, Kimberly Townsend, Brandon Chapman, Kathy Jackson, Adrienne Elam, Chris Dawdy, Susan Palmer and Julia Pernicka
 - Champaign – Joan Bauer, Mary Johnston
 - Du Quoin - Troy Brown, Traci Edwards, Ellen Popit
 - Decatur – Rick Meyer
 - Illinois State Lib – Anne Craig, Cyndy Colletti, Jeanne Urbanek, Mark Schaeffer
- **Approval of October 2015 Consent agenda:** Tina Hubert pulled the Activities report, and the SHARE report for questions. Ellen Popit and Chris Dawdy confirmed their reports satisfactorily for Tina. Lynda Clemmons motioned to approve consent agenda, Tina Hubert seconded. Motion carried.
- **Approval – October 2015 Bills:**
 - Sandy West motioned to approve October bills, Alayna Davies-Smith second. Motion passed by roll call vote, motion carried.
- **Financial Report:**
 - Adrienne presented to the board. Sandy West motioned to approve the financial report. Jim Fenton seconded. Motion carried.
- **FOIA – NA**
- **Public Comment – None**
- **Communication – None**

- **Staff Update:** Leslie Bednar stated IHLS will only fill part-time positions based on operational need. Full-time position openings will not be filled due to budget uncertainties. Motion approve staff report by Sandy West, and seconded by Susan Justice. Motion carried.
- **Secondary Employment** –None
- **Personnel** – None
- **Illinois State Library** – Anne Craig reported that Illinois has entered the six month without a state budget, and understands the difficulty of planning without a budget. IHLS board and staff representatives met with Illinois State Library (ISL) administrative staff in early November to assess our current financial situation. ISL recommended IHLS consider elimination of any duplication of services provided elsewhere in the state and to make preservation of SHARE a high priority.
- **Committee Reports:**
 - Finance – Sandy West - We will continue IMSA through to February. We will poll Finance Committee to determine when we will meet again.
 - Long Range Planning – Sarah Isaacs – we will cover later on the agenda.
 - Executive Committee: Will cover later on agenda
 - Membership & Policy committee: Ellen (attachment 12.0) gives a brief overview of membership: Currently have over 537 total libraries. Hoopeston & Rantoul School Districts will be considered as new members.
- **Board Citation Review:**
 - Geoffrey Bank provided an overview of the State Officials and Employees Ethics Act with a focus on two sections: prohibited political activities and gifts. January citations will be provided by Tina Hubert and Alayna Davies-Smith.
- **Recommendation to Fill Open Board Seats:**
 - President Lee Spearman recommended Mary Barteau (Belleville Township High School District #201) as school library representative. Alayna Davies-Smith motioned to accept the recommendation, Lynda Clemmons seconded. Motion carried.
 - Rachel Fuller motioned that Mary Barteau and Clyde Hall be added to the Policy and Membership Committee, motion seconded by Susan Justice and carried.
- **FY2016 Board Committees:**
 - Rachel Fuller motioned that Mary Barteau and Clyde Hall be added to Membership Committee, motion seconded and carried. Mary Barteau and Clyde Hall were added to the Policy and Membership Committee.

- **State Budget Crisis and Projections:**

- Leander and Leslie met with the state library. It was asked that we take a look at duplications of services and that we save SHARE. Leslie discussed the different ways to cut that were presented (3).
- 1st – budget restatements (listed by funds) – cuts in health insurance, staff who are not using insurance, and telecommunication costs have been reduced.
- 2nd – budget contingencies – pare down options – expense: budget in spring, considering 5% to 25% cuts. If greater than 25%, items that are off the table are the 3% raises, the out of state and also in state.
- 3rd – process enhancements – better business processes. 4th year of organization is where a company begins to look at its organization and reevaluate. We began looking at delivery and all related costs. We currently have a temp/accountant looking at these numbers.
- Chair Spearman tasked board members with requesting additional financial scenarios and responding to survey regarding a special meeting to be held prior to January 26 (next regular board meeting).
- Leander indicated that we will have a Special board meeting to cover next steps. Kimberly to poll the board for the next meeting.
- **Board E-mail Addresses** –Q-Tina Hubert – What can be saved on this account. Answered by Leslie Bednar- only board information should be retained on this account. Troy Brown provided information on how board members can get notifications.

- **Proposed Change to Personnel Code**

- Current Personnel Code regarding hiring relatives showed conflicting statements per the Personnel Committee. After board discussion, Kathy Jackson answered questions regarding proposed changes presented to board in October which was voted down at that meeting. After discussion Tina Hubert brought motion to send this item back to Personnel Committee to develop two proposals to share with the board, Rachel Fuller seconded the motion. Motion was carried by roll call vote. Gary Denué abstained.

- **Membership Considerations**

- Ellen Popit provided the information regarding new members. Sarah Isaacs motioned to approve membership application of Hoopeston CUSD #111 and Rantoul CUSD #137, Jim Fenton seconded. Motion carried.

- **Ad hoc Long Range Planning Committee**

- Per Sarah Isaacs the board has successfully completed their task. Alayna Davies Smith motioned to suspend this committee, this was seconded by Sarah Isaacs. Motion carried. The long range planning committee will transfer the second phase (proposed IHLS Mapping Project) to Facilities and Operations Committee.

Committee members were commended for their dedication to IHLS and its members.

- **Proposed Mapping Project with Laboratory for Applied Spatial Analysis (LASA)**
 - Sarah Isaacs: Presented project for interactive mapping database with LASA to be used in determining proposed IHLS building locations. Facilities and Operations Committee will work closely with IHLS staff on development of project. LASA will provide IHLS with a database that includes IHLS data obtained previously, in addition to current information.
 - Question- Tina Hubert – Does this duplicate what we already have in place? Will the \$10,000 include tools? Answer -Sarah Isaacs – we need hard data to help with current decision making. The new information is current. Jim Fenton, indicated that the process is needed to make the best delivery and other decisions. Motion was brought by Jim Fenton to accept the project, seconded by Rachel Fuller. Alayna Davies Smith abstained, Sandy West indicated no, all others accepted. Motion carried.
- **Agenda Building:** reviewed possible agenda items for future meeting.
- **Public Comment:** None
- **Announcements:**
 - Farm Progress Show: Think Outside the Barn committee thanked IHLS for our continued support
 - Leander – announced East St Louis Public library is in need of barcoding and cataloging assistance. Library received a large number of donated books to restock their library. Several staff are scheduled to assist.
- **Adjourn:** Motion to adjourn brought by Alayna Davies Smith, seconded by Clyde Hall. Motion carried. Meeting adjourned @ 7:23 pm.