



## Board of Director Meeting Minutes

May 24, 2016

5:00 pm

- **Champaign Office:** 1704 W. Interstate Drive, Champaign, IL 61822, 217-352-0047
- **Du Quoin Office:** 500 S. Madison, Du Quoin, IL, 618-985-3711
- **Edwardsville Office:** 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
- **Decatur Public Library:** 130 North Franklin Street, Decatur, IL 62523-1327, 217-424-2900
- **Effingham Public Library:** 200 N. Third Street, Effingham, IL 62401, 217-342-2464
- **Gilman-Danforth District Library (Gilman):** 715 North Maple Street, Gilman, IL 60938, 815-265-7522
- **Illinois State Library,** Gwendolyn Brooks Bldg., 300 South 2<sup>nd</sup> Street, Springfield, IL 62701, 217-785-5600
- **Marion Carnegie Public Library:** 206 South Market Street, Marion, IL 62959, 618-993-5935
- **Morrison-Talbott Library (Waterloo):** 215 Park Street, Waterloo, IL 62298, 618-939-6232
- **Olney Public Library:** 400 West Main Street, Olney, IL 62450, 618-392-3711

3	Approve the May Consent Agenda a. Approval of April 26, 2016 Minutes b. SHARE/Dream Grant Report c. Staff Activity Report	Approved
4	Approve the April 2016 Bills	Roll Call – Approved
5	Accept the Financial Reports	Approved
9	Accept the Staff Report	Approved
12.a	Open Board Seat appointment	Roll Call - Approved
13.b	Accept Board Election	Roll Call - Approved
13.d	Facilities (closed session)	Roll Call - Approved
13.e	Personnel (closed session)	Roll Call - Approved
17	Adjourn	Roll Call - Approved

### Call to Order

Leander Spearman 5:00 pm

### Roll Call

#### Board Members:

Edwardsville: Gary Denué, Jim Fenton, Tina Hubert, Leander Spearman

Champaign: Geoffrey Bant, Sarah Isaacs

Du Quoin: Lynda Clemmons, Susan Justice, Sandy West

Effingham: Charlene Topel

Marion: George Trammell

Waterloo: Mary Barteau

Phone: Clyde Hall, Rachel Fuller

Other Attendees:

Champaign: Joan Bauer, Bev Obert

Du Quoin: Troy Brown, Ellen Popit, Arlanna Fries, Traci Edwards, Beverly Miller

Edwardsville: Leslie Bednar, Stacie Bushong, Susan Palmer, Brandon Chapman, Chris Dawdy, Zach Schleicher, Josh Pritsolas, Randy Pearson, Adrienne Elam, Colleen Dettenmeier, Rhonda Johnisee, Julia Pernicka

Illinois State Library: Anne Craig, Debra Aggertt, Gwen Harrison, Jamie Mott

Decatur Public Library: Rick Meyer

Effingham Public Library: Amanda McKay

Morrison-Talbot Public Library: Elaine Steingrubey

**Consent Agenda**

Sandy West motion to approve, Gary Denu second. Motion passed. All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

**Approval of April Bills**

Jim Fenton motion to approve, Sandy West second. Motion passed by roll call vote.

**Financial Reports**

Tina Hubert motion to approve, Sandy West second. Motion passed.

**FOIA Update**

None

**Public Comment**

None

**Communication**

Leslie Bednar shared news that IHLS received payment of \$626,746 as first receipt toward total allocation for FY2016 System Area & Per Capita Grant. Payment equals approximately 31% of \$1,989,670.48 total allocation. Many thanks to Illinois Secretary of State Jesse White and the Illinois State Library.

**Staff Report**Staff Update

Tina Hubert motion to approve, Jim Fenton second. Motion passed.

Secondary Employment

IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))

Personnel

This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))

**Illinois State Library Report**

Anne Craig announced Michelle Ferrell from the Institute for Museum and Library Services (IMLS) was on site to inspect the agency, interview staff, and observe projects firsthand. Planned to visit Mississippi Valley Public Library District (Collinsville), Chatham Public Library District and University of Illinois at Springfield. Project Next Generation applications are currently available. Professional development hours now available through the Illinois State Library for school staff. Ryan Franklin is new reference librarian at the library. No budget news to share at this time.

**Committee Reports**Executive

Leander Spearman announced it is time for the Executive Director evaluation. He will be emailing comment forms to board members soon. It is also time to put together a nominating committee for a board officer ballot for FY2017.

Finance

Sandy West announced the committee met, reviewed bills and discussed budget process.

Membership & Policy

Susan Justice reported they did not meet in May.

Facilities & Operations

Sarah Isaacs announced committee had a presentation from LASA (Laboratory for Applied Spatial Analysis) that was quite informative.

Personnel

Rachel Fuller reported they continue to work on the personnel code.

Nominating Committee

Amanda McKay, chair, thanked all committee members for their hard work and dedication to the process. Results of elections: Sara Zumwalt (Litchfield Public Library District | Public Library Representative), James Fenton (Carlinville Public Library | Public Library Trustee Representative), Gary Jones (Harrisburg Public Library District | Public Library Trustee Representative), Beverly Obert (Atwood Hammond Public Library District | Public Library Trustee Representative), and John R. Phillips (Decatur Public Library | Public Library Trustee Representative). No problems were encountered with the election process per se. Committee does recommend future committees have some way of addressing uncontested seats. Perhaps require a minimum threshold of votes. They noted this year there was again low voter turnout, with only 146 ballots cast by 529 member libraries. Motion to certify and accept results by Tina Hubert, second by Sandy West. Motion passed.

**Unfinished Business**Open Board Seat

Leander Spearman nominated Mary Biel of Lebanon CUSD #9 to fill open school representative seat. Sandy West motion to approve, Gary Denu second. Motion approved by roll call.

Mapping Project with SIUE Laboratory for Applied Spatial Analysis (LASA)

Dr. Randy Pearson, Zach Schleicher and Josh Pritsolas from the Laboratory for Applied Spatial Analysis (LASA) at SIUE gave their second and final presentation to the board. When we initially asked LASA to

determine best location and how few hubs IHLS could operate with, they delivered a conclusion based on location of members.

LASA went a few steps further and looked at delivery costs including mileage, fleet maintenance, salaries, etc. Using 5-day delivery for each library as a maximum service level, this will allow IHLS to budget for the optimal cost of delivery.

### **New Business**

#### FY2017 System Area & Per Capita Grant Application

Leslie Bednar announced that ISL has extended the deadline for the application to June 30, 2016. We have to submit our Plan of Service and Budget. Our goal is to have the draft Plan of Service to the Membership and Policy committee prior to their June 21, 2016 meeting.

#### Board Elections

#### FY2017 Health Insurance

Adrienne Elam announced that all types of insurance are currently out for bid, and we hope to have bids within 14 days. This year we are working with two brokers.

#### Facilities

(This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(5))  
Motion to enter executive session to discuss Facilities and Personnel at 6:01 p.m. by Sandy West, second by Gary Denué. Motion passed.

#### Personnel

This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(11))  
Board returned to open session at 6:30 p.m.  
Jim Fenton motioned to authorize executive director to pursue alternatives to the Du Quoin location while negotiating with landlord for reduced rent and repairs. Second by Gary Denué. Motion passed by roll call vote.

### **Agenda Building**

Leander Spearman reminded board members to turn in their documents in a timely manner for all committee meetings.

### **Public Comment**

None

### **Announcement**

Leslie Bednar announced board training on July 21 with Pat Wagner of Pattern Research/Siera Learn. As soon as firm times are available will share with current and incoming board members.

### **Adjournment**

Tina Hubert motioned to adjourn at 6:32 p.m., Gary Denué second. Motion passed by roll call vote.