



BOARD MEETING MINUTES
Illinois Heartland Library System Board
July 28, 2015
 Helen Matthes Public Library
 100 E. Market Avenue, Effingham, IL 62401
 Phone: 217-342-2464

Call to Order

Lynda Clemmons called the meeting to order at 5:01pm

| BOARD MEMBER | ATTENDANCE | LOCATION |
|----------------------|-------------------|------------------------|
| Bant, Geoffrey | Present-VTEL | Champaign |
| Clemmons, Lynda | Present-Onsite | Effingham |
| Davies-Smith, Alayna | Present-By Phone | Phone |
| Denué, Gary | Present-VTEL | Edwardsville |
| Fenton, James | Present-Onsite | Effingham |
| Fuller, Rachel | Present-VTEL | Illinois State Library |
| Green, Valerie | Excused | |
| Hubert, Tina | Excused | |
| Isaacs, Sarah | Present-By Phone | Phone |
| Justice, Susan | Present-Onsite | Effingham |
| Topel, Charlene | Present-Onsite | Effingham |
| Trammell, George | Present-VTEL | Marion |
| West, Sandy | Present-VTEL | Du Quoin |
| Spearman, Leander | Present-VTEL | Illinois State Library |

| OTHER ATTENDEES | FROM | LOCATION |
|------------------------|------------------------------|-----------------|
| Bednar, Leslie | Present – Onsite, IHLS Staff | Effingham |
| Townsend, Kimberly | Present – Onsite, IHLS Staff | Effingham |
| Jackson, Kathy | Present—Onsite, IHLS Staff | Effingham |
| Palmer, Susan | Present—Onsite, IHLS Staff | Effingham |
| Elam, Adrienne | Present—Onsite, IHLS Staff | Effingham |
| Brown, Troy | Present – VTEL, IHLS Staff | Du Quoin |
| Popit, Ellen | Present – VTEL, IHLS Staff | Du Quoin |
| Edwards, Tracy | Present – VTEL, IHLS Staff | Du Quoin |
| Bauer, Joan | Present – VTEL, IHLS Staff | Champaign |

| OTHER ATTENDEES cont. | FROM | LOCATION |
|------------------------------|----------------------------|------------------------|
| Kates, Linda | Present – VTEL, IHLS Staff | Champaign |
| Matthews, James | Present – VTEL, Visitor | Champaign |
| Chapman, Brandon | Present – VTEL ,IHLS Staff | Edwardsville |
| Boze, Patricia | Present—VTEL, Visitor | Illinois State Library |
| Tucker, Lawren | Present -- VTEL, Visitor | Illinois State Library |
| Craig, Anne | Present – VTEL, Visitor | Illinois State Library |
| Huber, Tom | Present – VTEL, Visitor | Illinois State Library |
| Huntley, Nancy | Present – VTEL, Visitor | Illinois State Library |

Welcome to New Board Members:

Leslie Bednar and the current board welcomed in the new board members. Geoffrey Bant/Trustee Representative, Urbana Free Library and Charlene Topel/Trustee Representative, Helen Matthes Public Library (Effingham), Alayna Davies-Smith/School Library Representative, O’Fallon CUSD #90. Read commitment and asked Geoffrey and Charlene if they agree.

Election of New Officers:

New officers were elected:

- President – Leander Spearman
- Vice President – Sarah Isaac
- Secretary – Susan Justice
- Treasurer – Sandy West

Sandy West motioned to confirm new positions, Susan Justice seconded the motion. Motion passed unanimously by roll call vote.

Leander Spearman took over as Chair.

Consent Agenda:

Sandy West motioned to approve consent agenda minus Attachment C, Susan Justice seconded. Motion carried by roll call vote.

- Approval of June 11, 2015 Minutes (Attachment B)
- Approval of July 8-9, 2015 Minutes (Attachment D)
- Human Resources Report (Attachment E)
- IT Report (Attachment F)
- Operations Report (Attachment G)
- Staff Activities Report (Attachment H)
- SHARE/Dream Grant Report (Attachment I)

Approval of June 23, 2015 Minutes (Attachment C)

Removed from consent agenda due to error. Sandy West motioned to approve with changes. Rachel Fuller seconded. Motioned passed by roll call vote.

Approval of June Bills 2015:

Sandy West motioned to approve Bills report, seconded by Jim Fenton. Motion carried by roll call vote.

Financial Reports:

George Trammell motioned to approve the financial reports, Gary Denu seconded. Motion carried by roll call vote.

FY2015 Auditor Request for Proposal Results:

Gary Denu motioned to accept the auditor's report and recommendations, seconded by Sandy West. Motion passed by roll call vote.

FOIA: No update this month.

Public Comment: None

Communication: Leslie shared notes from All Systems' Board meeting held at the Illinois State Library in May. Based on staff communication concerns, we have registered many of our staff for a communications workshop in August. We have recently learned of mold in our Du Quoin building in a few areas and have contracted with two companies to provide environmental/air quality assessments. Working quickly and diligently to find alternative suitable locations for staff in that office.

Staff Update: Lynda Clemmons motioned to accept the staff update, Gary Denu second. Motion carried by roll call vote.

Illinois State Library:

Anne Craig highlights: Application submitted to become a Digital Public Library of America (DPLA) service hub. Little Free Library Build Day at the Illinois State Library is set for August 25.

Committee Reports:

- Executive Committee – did not meet in July
- Finance Committee – Sandy West shared, met twice this month. Second meeting was to cover the auditor recommendations, which were approved.
- Long Range Planning Meeting – meeting held, more information will be shared under new business.
- Membership and Policy Committee – will cover later on agenda
- Personnel Committee – did not meet this month

Board Citation Review:

- Leslie Bednar and Ellen Popit covered the Illinois Library System Act 75 ILC 10 as part of the citation review process.

Unfinished Business:

- Closed meeting – did not go into closed session
- Closed session notes: Jim Matthews reviewed the closed sessions, which are divided into 2 sections. Recommends the following remain closed:
 - 5 sessions from 8/9/2011 remain closed
 - 9-24-2013 session remain closed
- Motion to open the identified closed sessions was made by Gary Denué, and seconded by Jim Fenton. Motion passed by roll call vote.
- Proposed Revision Bylaws – Section 10 – provided the feedback from the proposed revisions to section 10 which were discussed and approved by the policy committee. Jim Fenton motioned to accept the revisions, Susan Justice seconded. Motion passed by roll call vote.

New Business:

- IHLS Draft Mission, Vision, Values and Goals (requested change to Goal #6 which should read Stewardship & Sustainability). Goal is to share these documents with the board, and submit to members for comment tomorrow. August board meeting will be in depth presentation and discussion of document. Comments will come back to the board in August for consideration. Board may accept and approve in August or send any revisions back to members for additional comments.
- Open School Library Representative Seat – Noelle Swanson was unable to accept School Library Representative Seat on board due to job change. Recommendation is to send this to the board nomination Committee to determine a best course of action. Leslie will send this back to the committee.
- Appoint FOIA Officer – Gary Denué was appointed by the board, motion made by Jim Fenton to accept appointment, seconded by Rachel Fuller. Passed by roll call vote, Gary Denué abstained.
- Appoint OMA Officer – Geoffrey Bant was appointed by the board, motion made by Sandy West to accept appointment, seconded by George Trammel. Passed by roll call vote, Geoffrey Bant abstained.
- Long Range Planning Member Survey Report – Leslie: results from the member survey plus the focus group report was instrumental in developing the 6 goals. Communication remains a primary focus for our organization.
- Long Range Planning Staff Survey Report-Leslie: Internal communication is as critical as external.

Public Comment: None

Announcement:

Helen Matthew Public Library will not be available in August 25, 2015 meeting. Decided on Edwardsville as the August meeting location.

Adjourned:

Sarah Isaacs motion to adjourn, Gary Denu seconded – meeting was adjourned at 6:15 pm. Motion passed by roll call vote.