



# Illinois Heartland Library System

## Operations & Facilities Committee Meeting Minutes

Date: June 13, 2016

Time: 4:00

**Members:** Charlene Topel, Gary Denué, Geoffrey Bant, James Fenton, Sarah Isaacs (chair)

**Call to Order :** 4:01 pm

### Roll Call

*Members present: Charlene Topel, Geoffrey Bant, Sarah Isaacs*

*Others present: Susan Palmer*

**Approval of Minutes** Motion to approve May 12, 2016 minutes was made by Charlene Topel, Seconded by Geoffrey Bant

### Unfinished Business

a. Southern Facility – Du Quoin

-Received Contract for the SIU- Carbondale location and having it reviewed by lawyer

b. Central Facility – Edwardsville

-Activities to spruce up the building for the upcoming events, the floors were waxed and new mulch put outside

c. Northern Facility – Champaign

- decided to leave the current sorting room the same, no changes for the ILDS delivery additions

d. ILDS contract with RAILS/CARLI

- subcontract with RAILS for ILDS Delivery has been received and is under review

### New Business

- none

### Public Comment

-none

### Announcements

-no meeting in July

### Adjournment

- Adjourned at 4:280 pm. Motion made by Geoffrey Bant, Seconded by Charlene Topel



# Illinois Heartland Library System

## Operations & Facilities Committee Meeting Minutes

Date: August 8, 2016

Time: 4:00

**Members:** Charlene Topel, Gary Denué, Geoffrey Bant, James Fenton, Sarah Isaacs (chair)

**Call to Order :** 4:01 pm

### Roll Call

*Members present: Charlene Topel, Gary Denué, Sarah Isaacs*

*Others present: Susan Palmer, Sandy West*

**Approval of Minutes** Motion to approve June 13, 2016 minutes was tabled.

### Unfinished Business

a. Southern Facility – Du Quoin/Carbondale

- Contract for the SIU- Carbondale location has been reviewed and all questions clarified, it will be signed soon by Leslie. Planning to move-in in 2 phases: Office/Admin Staff will move in coming weeks, then the Delivery Operation will move in after Labor Day.

-Du Quoin hub will be taking back several routes that had been transferred to Edwardsville this past year.

b. Central Facility – Edwardsville

-Rearranging some offices to increase the space needed for sorting/delivery area with all of the high volume of ILDS items coming in.

-Working on training sorters and Operations/Delivery team-building.

c. Northern Facility – Champaign

- Due to leaks from recent rainfall, several bids have been obtained for a new roof. Two bids so far have indicated that a 15-yr roof will cost about \$120,000.

### New Business

a. LASA study

- At the request of the committee and Susan Palmer, LASA performed a study to investigate the optimal location for the ILDS state-wide sorting operation to be located. The results indicate that based on the hubs in RAILS and the hubs in IHLS, the best locations would be either East Peoria or Bloomington. This information was shared with ILDS Operations Manager Mark Hatch.

**Public Comment**

-Sandy West: Mentioned that most academic libraries understand that a 24 hour turnaround for ILDS is very difficult. IHLS Committee meeting minutes should be given to IHLS staff in a timely fashion so that they may be posted on the website and made available to committee members. Committee members should register their attendance for all committee meetings in L2 online. Any IHLS procedure changes in the sorting and delivery should be documented to help with efficiency in the future.

**Announcements**

-next meeting in September 12, 2016 at 4:00 pm.

**Adjournment**

- Adjourned at 4:40 pm.