



# Illinois Heartland Library System

## Minutes of the Illinois Heartland Library System Board

April 23, 2013

Helen Matthes Public Library, Effingham, IL

### Call to Order

Karen Bounds called the meeting to order at 6:00 p.m.

### Roll Call

**Board Members Attending:** Karen Bounds, Janet Hasten, Libby Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Joshua Mikeworth, Joan Rhoades, Jacob Roskovensky, Anthony Schuering, Diane Steele, George Trammell, Susan Tulis, Nina Wunderlich

**Board Members Attending by V-tel:**  
***Carterville:*** None  
***Champaign:*** None  
***Decatur:*** None  
***Edwardsville:*** None  
***Illinois State Library:*** None

**Board Members Attending by Phone:** None

**Board Members Excused:** None

**Board Members Absent:** None

**Others Present:**  
***Effingham:*** Leslie Bednar, Janet Cler, Juliette Douglas, Amanda McKay, and Peggy Durst.  
***Carterville:*** Troy Brown, Ellen Popit  
***Champaign:*** Ramona Rollins, Bob Towner  
***Decatur:*** Joan Bauer, Terry Moreland, Beverly Obert  
***Edwardsville:*** Chris Dawdy  
***Illinois State Library:*** Anne Craig, Pat Norris

### Approval of Minutes

Susan Tulis moved that the minutes be approved as submitted. Betsy Mahoney seconded the motion. The motion passed unanimously by voice vote.

### Financial Report

#### ***Payment of Bills***

Since the Finance Committee did not meet in March, two sets of bills were included in the April Board packet. The committee met and reviewed the bills. Clarifications were received on invoices for

Carterville Office:  
607 S. Greenbriar Road  
Carterville, IL 62918  
618-985-3711

Champaign Office:  
1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Decatur Office:  
345 West Eldorado Street  
Decatur, IL 62522  
217-429-2586

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

software, consulting for SHARE, SHARE equipment, legal expenses, and recruiting expenses. There was also a question on whether the number of T-1 lines for the Champaign office can be reduced. Rose Mary Barczewski will check with Troy and report back.

Nina Wunderlich moved that the bills be approved as presented. Joan Rhoades seconded the motion. The motion passed unanimously by roll call vote.

### **Nine-Month Financial Report**

Rosemary Barczewski reviewed the financial report.

- Cash is holding steady.
- Accounts receivable has come down, since payments are coming in.
- A payment of \$280,000+ was received for the Area & Per Capita grant.
- Payroll expenses were up, since there were 3 payrolls in March.
- IHLS also received IMSA funding from the Illinois State Library.

### **Public Comment**

None.

### **Communications**

Leslie Bednar reported that the staff is exploring communicating with members using web-based forums. Members may participate by logging in with their L2 login id and password.

On April 22, the system received \$1,095,500 (3 payments of \$365,166.67).

### **Staff Report**

There were several questions about the staff report:

- Why are GateNet's PAC searches are so much higher than the others? *GateNet software records the searches differently than the other LLSAPs.*
- Have any libraries joined SHARE as a result of staff contacts with them? *Although none have done so yet, it is expected that they will.*
- Why did the old LCLS board meet to transfer property to IHLS? *Although all three legacy systems approved the transfer of property to IHLS, it was not done in a manner that satisfied the title insurance company. This will also need to be done prior to June 30, 2013 by the former RPLS and LTLS boards.*

### **Personnel**

No report.

### **ISL Report**

Anne Craig thanked everyone for attending the meeting at the Illinois State Library on April 16.

She pointed out that when preparing the FY14 Plan of Service, if the system has funding in excess of a twelve-month reserve, there is the ability to include consulting services in the plan. The Illinois State Library also wants a plan for visiting member libraries.

Pat Norris thanked those who worked on completing the library certification process.

**Unfinished Business***Salary Equity Study*

Anthony Schuering moved that the Board go into Executive Session to discuss personnel (Section 5 ILCS §2 (c)(1)). Susan Tulis seconded the motion. The motion passed unanimously by roll call vote. Executive Session began at 6:20 p.m. The Board returned to Open Session at 7:25 p.m.

***Real Estate Update.***

Nothing to report.

**LLSAP Report**

Diane Steele distributed a report from the SHARE Interim Executive Council. The Council voted to comply with the current ILLINET ILL Code and & IHLS Resource Sharing Policy which allows the owning/supplying library to determine the length of the loan period. The Illinois State Library ILL Code committee has convened and is discussing needed revisions to the code. System members can comment online at <http://share.illinoisheartland.org/?q=node/119>.

Polaris went live on April 8. The first week has been rather smooth, with mostly positive reactions.

**Operations Report**

With the activation of Polaris, delivery has increased greatly at all four hubs. Delivery staff are counting the number of tubs sent from hub to hub on a daily basis. Staff are also tracking how long it takes to get an item to its destination.

Ron Winner, Illinois State Library Delivery Coordinator, will visit IHLS on April 25 to review our delivery system. In addition, a statewide delivery committee will be appointed to review ways to make delivery consistent throughout the state. Juliette Douglas will serve on that committee.

**Grants Report**

No report.

**IT Report**

No report.

**Policy Committee**

The committee will meet on May 9 at 7 p.m.

**Personnel Committee**

The Personnel Committee met on April 19 to review the salary study. The committee agreed to a meeting with Leslie Bednar, Juliette Douglas and Rose Mary Barczewski, along with one member of the Finance Committee and one member of the Personnel Committee.

**Membership Committee**

The Committee met April 8 and April 19 to review the results of SUSI certification. Ellen Popit has worked with the Illinois State Library concerning unexpected results. Two members were able to clarify or correct their answers, and meet standards.

**Finance Committee**

The committee met three times in April. The committee has discussed the salary study and will meet on May 13 to review the budget for FY2014.

**Facilities Committee**

The committee met on April 18. The realtors who were working to find a new location for Carterville staff have not worked out, and a new realtor has been obtained. There has been no further action on the sale of the property in Edwardsville.

The committee has started to prepare a contingency plan for facilities.

**New Business*****Delivery Pilot Project***

Juliette Douglas reviewed the report on cost of delivery.

Anthony Schuering moved that the Board authorize staff to present a plan for participation in the Illinois State Library Delivery Pilot Program. Joshua Mikeworth seconded the motion. The motion passed by voice vote (13 yes, 2 no).

***Membership Recommendations***

Ellen Popit reviewed the results of the SUSI certification which was completed on March 31.

Anthony Schuering moved that the Board:

- Recognize the merger of Arthur CUSD #305 and Lovington CUSD #203 as the Arthur Community Unit School District #305.
- Suspend the following libraries that did not complete certification:
  - Archer Daniels Midland Company
  - Centralia Correctional Center
  - Lincoln Correctional Center
  - Vandalia Correctional Center
  - Big Muddy River Correctional Center
  - Vienna Correctional Center
  - Southwestern Illinois Correctional Center
  - Danville Correctional Center
  - Tamms Correctional Center
  - Pinckneyville Correctional Center'
  - Lawrence Correctional Center
- Suspend the following libraries that did complete the certification process, but submitted responses indicating that the agency was not in compliance with system membership criteria and the Illinois Administrative Code:
  - East St. Louis School District #189
  - West Washington CCUD #10
  - Patoka CUS#100
  - Lick Creed CCSD#16
  - Logan Correctional Center Library

- Shawnee Correctional Center
- Bishop O'Rourke Library at the Institute of Catholic Thought

Diane Steele seconded the motion. The motion passed unanimously by voice vote.

***Recommended Health Insurance Benefits***

Anthony Schuering moved the Board go into Executive Session to discuss health insurance benefits. (Section 5 ILCS §2 (c)(2)). Libby Letterly seconded the motion. The motion passed unanimously by roll call vote. Executive Session began at 8:12 p.m. The Board returned to Open Session at 8:54 p.m.

***FY2014 Budget***

Rose Mary Barczewski reviewed the FY2014 budget. The Board will be asked to approve it at the May meeting.

***FY2014 Plan of Service***

Leslie Bednar reviewed the proposed FY2014 Plan of Service. The Policy Committee will review the plan at their next meeting.

***Real Estate***

Anthony Schuering moved that the Board go into Executive Session to discuss real estate (Section 5 ILCS §2 (c)(6)). Diane Steele seconded the motion. The motion passed unanimously by roll call vote. Executive Session began at 9:30 p.m. The meeting returned to open session at 9:38 p.m.

Anthony Schuering moved that the Board authorize the Executive Committee to make a decision for leasing space for the Carterville office for no more than a one year lease. Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

**Public Comment**

None.

**Announcements**

**Adjournment**

Anthony Schuering moved that the meeting adjourn. Linda McDonnell seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned at 9:40 p.m.