



Illinois Heartland Library System

Minutes of the Illinois Heartland Library System Board August 27, 2013 Helen Matthes Public Library, Effingham, IL

Call to Order

Linda McDonnell called the meeting to order at 6:00 p.m.

Roll Call

**Board Members
Attending:**

Karen Bounds, Lynda Clemmons, James Fenton, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, Erin Steinsultz, George Trammell, Nina Wunderlich

**Board Members
Attending by V-tel:**

Valerie Green, Libby Letterly, Susan Tulis

**Board Members
Attending by
Phone:**

**Board Members
Excused:**

Joan Rhoades

**Board Members
Absent:**

Others Present:

Carterville: Traci Edwards, Ellen Popit

Champaign: Joan Bauer, Ramona Rollins, Mike Szymkoski

Decatur: Bev Obert, Angela Thompson

Edwardsville: Rose Mary Barczewski, Susan Carr, Chris Dawdy

Effingham: Leslie Bednar, Troy Brown, Janet Cler, Juliette Douglas, Gwen Harrison, Pat Norris, and Peggy Durst

Illinois State Library: Mary Downing, Diane Yeoman

Commitment to Serve

New Board member Valerie Green was asked to read and sign a "Commitment to Serve" document.

Approval of Minutes

Betsy Mahoney moved that the Board approve the minutes of the July meeting. Karen Bounds seconded the motion. The motion passed by voice vote. Valerie Green abstained.

Financial Report

Susan Mendelsohn reported that Financial Statements are not available this month because of time required to resolve issues with OCLC accounts, installation of new software and the audit. These reports should be available by October 1.

Payment of Bills: The Finance Committee had several questions on the bill lists, since they had three months of bills to review. Questions the committee had included:

- Check # 52974 paid to Neuhoff Media and Check #52983 to Withers Broadcasting for \$2,500 and \$2,496 for radio ads to teach prospective IMSA clients.
- Check # 52982 to Teamsters for union dues deducted from employee paychecks for \$149.00.
- Check # 53043 to Bob Ridings, Inc. for \$86,260.00. Purchase of 4 cargo vans, although the bill list states only 2 were purchased.
- Check #53045 to R. R. Bowker, for Library Thing software, \$3,610.00. A reimbursable OPAC add-on for LINC libraries. This contract is now canceled.
- Check #53076, Ameren, \$4,423.43. For two months electricity for Edwardsville building.
- Check #53125 to Jan Ison. \$1,233.96. Description should have read "Insurance Reimbursement for retiree health insurance."
- Check #53136 to Midwest Sunray Lighting & Signs for repair of Edwardsville flag pole. \$1,639.88. Committee members felt this was very high and encouraged staff to be sure to get competitive pricing for repairs or purchases.

Susan Mendelsohn moved that the bills be approved as submitted. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

In reviewing the credit card summary the Finance Committee would like to ask the Policy & Planning Committee to review IHLS policy concerning reimbursement for meals.

Public Comment

None.

Communications

Leslie Bednar distributed a folder of information that will be distributed at fall conferences. She also shared a map showing areas in the State that are served and those unserved by libraries.

Ellen Popit has been visiting member libraries whose directors attended IHLS resource sharing meetings in the spring and discussing SHARE options with them. George Trammell asked how many public libraries are not in SHARE. Ellen responded that approximately 53 are not in SHARE and 11 have said they are interested in transitional membership.

Staff Report

Staffing Update: Karen Bounds moved that the Board approve the staff update as it appears in the Board packet. Erin Steinsultz seconded the motion. The motion passed unanimously by voice vote.

Staff Activities: The Staff Activities report was included in the board packet. George Trammell asked how much time this report takes and suggested there may be a more efficient way to provide the information.

Personnel:

No report.

ISL Report

Pat Norris reviewed the Illinois State Library funding. The General Assembly added \$3,000,000 to public library per capita grants, which will be fully funded at \$1.25 per capita.

Several Illinois State Library staff members at the Illinois State Fair.

A record 325 people attended On the Frontlines conference, which is subsidized by the Illinois State Library. Next year's conference will be held August 4-6.

Try It! Illinois will be starting October 1 – November 30 – an opportunity to try electronic data bases. 30-40 vendors will participate.

The Live & Learn public library construction grant program will receive \$628,000.

The e-books grant is very exciting. Hopefully, Secretary of State Jesse White will present checks to IHLS, RAILS and CLS for this project.

SHARE Report

With the opening of school, SHARE staff is dealing with new school librarians and staff, forgotten passwords and training.

SHARE Executive Council will meet soon to replace Lee Ann Fisher as chair, since she has moved out of the IHLS area.

We have 20 potential new SHARE members.

Operations Report

Decatur area delivery has moved to the Champaign hub. Three routes have been added and others reworked. IHLS now has only one full-time driver.

Juliette Douglas is serving on the Illinois State Library Delivery Advisory Committee. The committee is looking for opportunities to develop statewide standards for delivery.

Grants Report

On October 1, management of Web Junction will go back to Illinois State Library.

IT Report

Troy Brown reported that he has been working with Champaign Telephone Company to upgrade our phones, and move Decatur lines to Champaign, which will save \$600 a month.

Illinois Century Network has raised the price to house our servers to \$180/month, which is still very reasonable.

Committee Reports

Policy Committee: No report.

Personnel Committee: Personnel Committee will be checking with members for a good time to meet.

Membership Committee: There is a possibility that the Membership Committee may be combined with another committee, since it has completed the large task of making sure all members have met requirements.

Finance Committee: The committee has not heard about the approval of the FY14 budget by the Illinois State Library. They also reviewed options for a different bank that would be more accessible from the Edwardsville office.

Facilities Committee: No report.

Unfinished Business

Real Estate Update: The closing for the sale of the Decatur building is Friday, August 30.

Update on Southern Location: We will move out of the Carterville office around September 24. Jacob Roskovensky suggested a special Board meeting by Adobe or phone conference to review the surplus furniture in Carterville.

Update on Champaign and Decatur Locations:

A consulting firm inventoried cubicles and furniture in Decatur and Champaign and gave us a plan for the Champaign office using the furniture we have.

Decatur V-Tel Equipment:

Karen Bounds moved that IHLS move the v-tel equipment currently housed in the Decatur office to the Decatur Public Library and to pay the Decatur Public Library \$60 per month to offset the expense of hosting the equipment. James Matthews seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Green, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Steinsultz, Trammell, Tulis, Wunderlich. No: Roskovensky.

Executive Director Evaluation:

Betsy Mahoney moved that the Board go into closed session to pursuant to section 5 ILCS 120 § 2(c)(1). Karen Bounds seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 7:36 p.m.

The Board returned to open session at 7:57 p.m.

Karen Bounds moved that the Board accept the Executive Director's evaluation as presented. James Matthews seconded the motion. The motion passed by voice vote. Abstain: Felton, Green.

New Business

FY2013 Annual Report:

Board members received a copy of the guidelines for the IHLS Annual Report, which is due September 30. The audit will begin in the second week of September and we should have it at the September Board meeting.

New Member Application:

George Trammell moved that the Board approve the application for membership of Support and Technical Assistance Regional Network (STARNET). James Matthews seconded the motion. The motion passed unanimously by voice vote.

Surplus Items List:

Karen Bounds moved that the Board approve the list of surplus items for the Decatur office. James Matthews seconded the motion. The motion passed unanimously by roll call vote.

Two New Job Descriptions:

Leslie Bednar shared two new job descriptions. SHARE Circulation Specialist and E-book Trainer/Coordinator. The SHARE Circulation Specialist is a reconfiguration of current jobs to more accurately reflect the tasks needed now that most libraries have received their initial training for Polaris. The E-book Trainer/Coordinator is a new position that is fully funded by the Statewide E-book grant.

Secondary Employment:

Betsy Mahoney moved that the Board go into closed session to pursuant to section 5 ILCS 120 § 2(c)(1). James Matthews seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 8:15 p.m.

The Board returned to open session at 8:20 p.m.

Karen Bounds moved that the Board concur with the Executive Director's recommendation concerning secondary employment of a staff member. George Trammell seconded the motion. The motion passed unanimously by voice vote.

Bank Accounts:

Nina Wunderlich moved that Illinois Heartland Library System name US Bank as its preferred local bank and that staff be directed to open appropriate bank accounts as needed. Susan Mendelsohn seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Green, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Steinsultz, Trammell, Tulis, Wunderlich. No: Fenton, Roskovensky.

Susan Mendelsohn moved that the Board name Betsy Mahoney and Susan Mendelsohn as additional signatories for IHLS bank accounts. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Public Comment

Valerie Green told the Board that she has heard from several libraries that they would have appreciated earlier notice about the change in delivery times due to the Decatur move.

Announcements

None

Adjournment

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The meeting adjourned at 8:30 p.m.