



**Minutes of the Illinois Heartland Library System Board
May 28, 2013
Helen Matthes Public Library, Effingham, IL**

Call to Order

Karen Bounds called the meeting to order at 6:03 p.m.

Roll Call

**Board Members
Attending:**

Karen Bounds, Libby Letterly, James Matthews, Linda McDonnell, Susan Mendelsohn, Joshua Mikeworth, Joan Rhoades, Jacob Roskovensky, Anthony Schuering, George Trammell, Susan Tulis, Nina Wunderlich Betsy Mahoney

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

**Board Members
Attending by
Phone:**

Janet Hasten

**Board Members
Excused:**

**Board Members
Absent:**

Others Present:

Effingham: Rose Mary Barczewski, Leslie Bednar, Janet Cler, Juliette Douglas, Kim Keller, Phil Lenzini, Amanda McKay, and Peggy Durst

Carterville: Troy Brown, Traci Edwards, Ellen Popit

Champaign: Donna Schaal, Bob Towner

Decatur: Joan Bauer, Beverly Obert, Angela Thompson, Julia Welzen

Edwardsville: Chris Dawdy

Illinois State Library: Anne Craig, Cyndi Colletti, Beth Paoli, Lawren Tucker

Approval of Minutes:

Anthony Schuering moved that the board approve the minutes of the April 16 meeting. Susan Tulis seconded the motion. Joan Rhoades pointed out a typographical error. The motion passed unanimously by voice vote.

Anthony Schuering moved that the board approve the minutes of the April 23 board meeting. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

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

Financial Report:***Payment of Bills***

Nina Wunderlich reported that the Finance Committee reviewed the bills and she moved that the bills be approved as submitted. George Trammell seconded the motion. The motion passed unanimously by roll call vote.

Ten Month Financial Statements

Rose Mary Barczewski reviewed the ten month financial report.

Public Comment

None.

Communications

None.

Open Meetings Act

Attorney Phil Lenzini spoke to the board on the Open Meetings Act and board responsibilities in complying with the Act.

Staff Report

Staff Activities: The Staff Activities report was included in the board packet.

Staffing Update: Leslie Bednar told the board that she will be distributing a monthly staffing report to keep them informed of staffing changes. Staff is in the process of hiring seven part-time drivers for Carterville and one part-time driver for Edwardsville. In addition, a machine clerk was hired for IMSA to replace one of last year's retirees. Replacement was delayed to allow time to assess the work flow and to be sure the position needed to be filled.

Personnel:

No report.

ISL Report

Illinois State Library Director Anne Craig reviewed upcoming Illinois State Library events including SPLMI (June 2-7), I Lead U (June 17-20), and the On the Frontlines Conference (August 5-7).

Leslie Bednar and Directors from RAILS and Chicago Public Library, along with board presidents are invited to attend the August 8 Project Next Generation Picnic, featuring Secretary of State Jesse White and the Jesse White tumblers.

Susan Hildreth, Director of the Institute of Museum and Library Services will visit the ILEAD USA grant project on June 19.

The ILL Code, Delivery, and Future of Resource Sharing Committees are addressing many difficult issues.

Talking Book and Braille Service Library is moving circulation to the Illinois State Library.

Three disaster grants were awarded to libraries due to the floods in April.

The E-Books pilot grant is a joint project between IHLS and RAILS, with a goal of building a sustainable e-books service for Illinois libraries and building needed expertise about the provision of e-book services at the library systems and member libraries.

(Janet Hasten joined the meeting)

Lawren Tucker stated that the appropriation for the Secretary of State's budget has been approved by the House with an additional \$3.7 million more than requested.

LLSAP Report

All member libraries will receive an informational packet regarding levels of SHARE membership.

Leslie Bednar and SHARE staff attended five meetings all over the IHLS area (Metropolis, Effingham, Olney, Litchfield, Mascoutah, Marion and Rantoul) to advise non-SHARE members what resource sharing options their libraries may choose. Meetings in Metropolis and Effingham are also scheduled.

A report from SHARE Interim Executive Council was included in the board packet (attachment I).

Operations Report

No report.

Grants Report

Ellen Poppit advised the board that there is an article in the board packet on the tenth anniversary of WebJunction – a great accomplishment.

IT Report

No report.

Joshua Mikeworth asked if there were any flooding issues in the building where IHLS servers are housed. Troy Brown stated that the University of Illinois fire department was flushing pipes on campus and there was water in the building where our equipment is located, but there was no threat to IHLS service. Flooding was controlled before any damage was done.

Committee Reports

Policy Committee:

Libby Letterly told the board that the Policy Committee reviewed the FY14 plan of service.

Personnel Committee:

Linda McDonnell said that the Personnel Committee met May 24th. In addition, Linda McDonnell from the Personnel Committee and Susan Mendelsohn from the Finance Committee met with board President Karen Bounds, Leslie Bednar and Juliette Douglas to review the salary equity study. She stated that discussion of the study will be based upon the second spreadsheet that was distributed at the April board meeting.

Membership Committee:

Betsy Mahoney reported that the committee did not meet.

Finance Committee:

Nina Wunderlich reported that the committee met on May 13 and 22nd to review the budget. They also discussed the purchase of new accounting software and requested that two information sheets be included in the board packet.

Facilities Committee:

The Facilities Committee met and voted to agree with staff recommendations for the facility in the Carterville area, which will be presented later in the meeting.

Staff have narrowed the search down to two locations. A contractor went along to act as consultant to identify issues that staff might overlook. We are still waiting for the cost of upgrades from both locations to make the buildings usable for our staff. It has been very difficult to locate a suitable building that can be rented for one year.

Unfinished Business

Real Estate:

Juliette Douglas told the board that in an effort to relocate the Carterville office, staff has looked at 16 different properties. A consistent message is that owners are unwilling to make property improvements for a one-year lease.

Joan Rhoades moved that rather than the board authorize the Executive Committee to approve a lease for 3-5 years for the Southern Hub. Libby Letterly seconded motion. The motion passed unanimously by roll call vote.

Anthony Schuering suggested that staff inquire about the possibility of a lower cost if the property is in a TIF district.

The buyer of the Edwardsville property needs an easement across the north parking lot in order to tap into the sewer line. They would dig up a section of the lot to install pipes, and then repair the pavement. Anthony Schuering moved that the board authorize an amendment to the sales contract for the lot in Edwardsville to authorize access to add a sewer pipe. The purchaser will repair the parking lot with black top. James Matthews seconded the motion. The motion passed unanimously by roll call vote.

Anthony Schuering moved that the board go into closed session pursuant to Section 5 ILCS 120 § 2(c)(1). Susan Tulis seconded the motion. The motion passed unanimously by roll call vote. Closed Session began at 7:35 p.m.

The meeting returned to open session at 7:45 p.m.

Joan Rhoades moved that the board authorize Juliette Douglas to accept an offer of at least \$270,000 for the sale of the Decatur property and authorize the Executive Director to execute a contract with the realtor/buyer. Anthony Schuering seconded the motion. The motion passed by roll call vote. Yes: Bounds, Hasten, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Mikeworth, Rhoades, Roskovensky, Schuering, Trammell, Tulis. No: Wunderlich.

Salary Equity Study:

Linda McDonnell stated that the Personnel Committee decided to present the salary equity study to the full board for discussion without endorsing or opposing the study.

Jacob Roskovensky distributed a summary of projected operating expenses that was previously discussed by the Finance Committee.

Joan Rhoades moved that the full board consider the Salary Equity Study (second version) that was reviewed by the Personnel committee and Finance committee and was presented to the board in April. Susan Tulis seconded the motion. The motion passed by voice vote. There was one no vote.

Susan Mendelsohn moved that IHLS staff bring back a balanced FY14 budget in June for board approval. Nina Wunderlich seconded the motion. Roll call was taken. Yes(5 votes): Hasten, McDonnell, Mendelsohn, Roskovensky, and Wunderlich. No(9 votes): Bounds, Letterly, Mahoney, Matthews, Mikeworth, Rhoades, Schuering, Trammell, Tulis. The motion failed

Anthony Schuering moved that the board accept the second salary equity study presented to the board in April. Joshua Mikeworth seconded the motion. Roll call was taken. Yes (8 votes) Bounds, Letterly, Mahoney, Matthews, Rhoades, Schuering, Trammell, Tulis. No (6 votes) Hasten, McDonnell, Mendelsohn, Mikeworth, Roskovensky, Wunderlich. The motion carried.

Delivery Pilot Project:

Anthony Schuering moved that the board table the Delivery Pilot Project until the June meeting. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

Health Insurance:

George Trammell moved that the board approve the staff recommendation for health insurance with Coventry (Option 3). Joshua Mikeworth seconded the motion. The motion passed by roll call vote. Yes: Bounds, Hasten, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Mikeworth, Rhoades, Roskovensky, Schuering, Trammell, Tulis. No: Wunderlich.

Anthony Schuering moved that the board approve the recommendation for staff dental coverage with Guardian. Joshua Mikeworth seconded the motion. The motion passed unanimously by roll call vote.

Anthony Schuering moved that the board approve that vision insurance continue with Humana as presented. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

Anthony Schuering moved that the board approve the staff recommendation for staff life insurance. Joshua Mikeworth seconded the motion. The motion passed unanimously by roll call vote.

Anthony Schuering moved that the board approve the proposal for Employee Assistance Program. Joshua Mikeworth seconded the motion. Roll call was taken. Yes (13 votes): Bounds, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Mikeworth, Rhoades,

Roskovensky, Schuering, Trammell, Tulis, Wunderlich. No: (1 vote): Hasten. The motion passed.

FY14 Area & Per Capita Grant Application:

FY14 Budget:

Joan Rhoades moved that the board approve the budget as presented, but modified to reflect the Salary Equity Study approved earlier in this meeting. George Trammell seconded the motion. Roll Call was taken. Yes (12 votes): Bounds, Hasten, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Mikeworth, Rhoades, Schuering, Trammell, Tulis. No(2 votes): Roskovensky, Wunderlich.

FY2014 Plan of Service:

Anthony Schuering moved that the board approve the FY14 Plan of Service. Joshua Mikeworth seconded the motion. Roll call was taken. Yes (13 votes): Bounds, Hasten, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Mikeworth, Rhoades, Roskovensky, Schuering, Trammell, Tulis. No(1 vote): Wunderlich.

New Business

FY2014 Holiday Schedule:

Anthony Schuering moved that the board approve the Holiday Schedule as presented. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

IHLS Board Elections:

Anthony Schuering moved that the board certify the results of the board election. Susan Tulis seconded the motion. The motion passed unanimously by voice vote.

Delivery Van Purchase:

Anthony Schuering moved that the board accept the bid from Bob Ridings Fleet Sales for the purchase of 4 vans at a cost of \$86,260. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

STARNET Contract:

Anthony Schuering moved that the board approve the Starnet contract. Jacob Roskovensky seconded the motion. The motion passed unanimously by roll call vote.

Accounting Software Purchase:

Anthony Schuering moved that the board approve the purchase of Open Systems account software as recommended by staff. George Trammell seconded the motion. The motion passed unanimously by roll call vote.

Potential Lease of Edwardsville Office Space:

Anthony Schuering moved that the board approve the lease of 550 square feet of office space for \$650/month in the Edwardsville building. James Matthews seconded the motion. The motion passed unanimously by roll call vote.

Public Comment

None.

Announcements

Annual Meeting on June 25th will be held at the Decatur office.

Adjournment

The meeting adjourned at 10:20 p.m.