



**Minutes of the Illinois Heartland Library System Board
May 27, 2014
Helen Matthes Library, Effingham, Illinois**

Call to Order

President Linda McDonnell called the meeting to order at 6:09 p.m.

Roll Call

**Board Members
Attending:** Karen Bounds, Betsy Mahoney, Linda McDonnell, Susan Mendelsohn,
Jacob Roskovensky, Nina Wunderlich

**Board Members
Attending by V-
tel:** Lynda Clemmons, Valerie Green, Libby Letterly, Jim Matthews, Erin
Steinsultz, Susan Tulis

**Board Members
Attending by
Phone:** None

**Board Members
Excused:** James Fenton, Nancy Huntley, George Trammel

**Board Members
Absent:**

Others Present: **Champaign:** Joan Bauer, Bob Towner
Decatur Public Library: none
DuQuoin: Troy Brown, Esther Curry, Traci Edwards, Ellen Popit
Edwardsville: Chris Dawdy, Adrienne Elam, Susan Palmer
Effingham: Leslie Bednar, Kathy Jackson, Kim Keller, Peggy Durst
Illinois State Library: Beth Paoli, Lawren Tucker

Approval of Minutes

Betsy Mahoney moved that the minutes of the April meeting be approved with a correction. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

Betsy Mahoney moved that minutes of the May 13 meeting be approved. Karen Bounds seconded the motion. The motion passed by unanimously by voice vote.

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

Susan Mendelsohn reviewed bills that committee members had questioned.

Susan Mendelsohn moved that the Board approve the payment of the April 2014 bills and credit card report totaling \$353,728.49. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement

Jacob Roskovensky moved that the financial statements be approved as submitted. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Public Comment

None.

Communications

Leslie Bednar distributed the Communications folder, which included a flyer for a staff Resource Day, a copy of Library Systems Report 2014 from American Libraries which mentions IHLS' conversion to Polaris, the new Courier/Delivery newsletter and a thank you note.

FOIA

Leslie Bednar reviewed current FOIA issues that IHLS has encountered.

Election Report

Kim Keller presented the election results. She thanked the Nominating Committee for their work.

Betsy Mahoney moved that the Board approve the election results. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Staffing Activities:

There were no questions concerning the staff activities.

Staff Update:

Karen Bounds moved that Board approve the Staff Update as presented. Betsy Mahoney seconded the motion. The motion passed unanimously by voice vote. Adrienne Elam, new Chief Fiscal Officer whose start date was May 1, will appear on next month's report.

Personnel

Nina Wunderlich moved that the Board go into closed session to discuss personnel and secondary employment pursuant to Section 5 ILCS 120 § 2(c)(1)). Karen Bounds seconded the motion. Closed session began at 7:02 p.m.

The meeting returned to open session at 7:20 p.m.

Betsy Mahoney moved that the Board approve the recommendation of the Executive Director concerning secondary employment. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

ISL Report

Lawren Tucker cautioned the Board that in an effort to comply with the Open Meetings Act, motions resulting from a closed session should be very clear so that the public has an understanding of the business that is conducted.

Illinois State Library staff have begun review of the IHLS FY15 Plan of Service.

SPLMI will be held the first week of June, with 60 librarians attending.

SHARE Report

Ellen Popit reported that there is a lot of interest in participation in the Dream Grant. 43 libraries have committed to joining SHARE and that count could possibly reach 50 by the time school starts.

Operations Report

Susan Palmer stated that she has been working with the Du Quoin landlords to find permanent solutions to issues with the building.

A second bid on repair to the Edwardsville dock is expected soon.

Grants Report

No Report.

Membership Report

No Report.

IT Report

Troy Brown reviewed telecommunications and steps that have been taken to control costs.

Committee Reports

Executive Committee:

The Executive Committee met on May 19 and received updates on the Dream Grant, vehicle bids, and bids for HVAC replacement and loading dock repairs.

Policy and Membership Committee:

The committee did not meet.

Personnel Committee:

The Personnel Committee did not receive any comments or feedback on the draft contract for the Executive Director. A vote will be taken later in the meeting.

Proposed updates to the Personnel Code were distributed in the Board packet.

Finance Committee:

The Finance Committee requested a comparison of expenses vs. revenue for all of the four legacy systems and for IHLS.

Staff are checking into software needs.

Facilities Committee:

The Facilities will be working with the Long Range Plan Committee to determine long-term facilities needs.

Long Range Plan Committee:

The Committee did not meet.

Unfinished Business

Staff Evaluation Update:

Leslie Bednar reported that evaluations will be completed soon.

Bylaws:

Betsy Mahoney moved that the Board approve the Bylaws revision as presented. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Executive Director Contract:

Karen Bounds answered questions concerning the proposed contract. She moved that the Board approve the contract with corrections. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

New Business

Employee Health Insurance:

Kathy Jackson presented options for employee health, dental, vision, and life insurance, plus Employee Assistance Program. Karen Bounds moved that the Board approve the recommended options: Coventry Dual Option, Guardian Dental, Humana Vision, Humana Life Insurance and Employee Assistance Program. Jacob Roskovensky seconded the motion. The motion passed unanimously by roll call vote.

Additional FY2014 Area & Per Capita Funding

Leslie Bednar reported that IHLS is the recipient of \$48,557.46 in additional System Area & Per Capita Grant funds. As requested by the Illinois State Library, funds will be used for E-Books for Illinois, a two-year grant shared with Reaching Across Illinois Library System. This additional funding requires an amendment to the FY15 budget.

Karen Bounds moved that the Board approve the FY15 budget as amended. Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

Holidays:

Betsy Mahoney moved that the Board approve the Holiday Schedule as presented. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Personnel Code:

Karen Bounds moved that the Board approve the changes to the Personnel Code with wording changes. Betsy Mahoney seconded the motion. The motion passed by voice vote. 11- Yes. 1- No.

Public Comment

None.

Announcements

The June meeting will be held on June 16 at 6:00 p.m. at the Du Quoin office. The annual meeting will precede it, beginning at 5:00 p.m.

Board members should watch their email for the Executive Director Evaluation documents, which will be sent on May 29.

The Personnel Committee will meet on June 5 at 4 p.m. Please return your Evaluation Form for the Executive Director to Karen Bounds prior to that meeting.

Adjournment

Karen Bounds moved that the meeting adjourn. Betsy Mahoney seconded the motion. The motion passed unanimously by voice vote, and Board adjourned at 9:15 p.m.