



**Minutes of the Illinois Heartland Library System Board
July 22, 2014
Helen Matthew Public Library, Effingham, Illinois**

Call to Order

Secretary James Matthews called the meeting to order at 6:03 p.m.

Roll Call

Board Members Attending: Karen Bounds, Lynda Clemmons, Gary Denué, James Fenton, Nancy Huntley, Sarah Isaacs, Jim Matthews, Susan Mendelsohn, Jacob Roskovensky, Erin Steinsultz

Board Members Attending by V-tel: Valerie Green, Sandra West.

Board Members Attending by Phone: None

Board Members Excused: Rachel Fuller, George Trammell

Board Members Absent: None

Others Present:
Champaign: Mary Johnston, Bev Obert
Decatur Public Library: Robert Edwards, Rick Meyer
DuQuoin: Traci Edwards, Ellen Popit, Kate Stiles
Edwardsville: Chris Dawdy
Effingham: Leslie Bednar, Troy Brown, Adrienne Elam, Susan Justice, Susan Palmer, Julia Pernicka, Peggy Durst
Illinois State Library: Pat Boze, Anne Craig, Lawren Tucker

Agenda Change

Jim Matthews advised the Board that the Illinois State Library (ISL) requested that agenda item 18.c.3. (FY2015 Area & Per Capita Application Response—Budget) be removed from the agenda. A revised budget and supporting documentation will be presented for approval in August. The Illinois State Library has granted an extension to September 1 (originally August 1) to submit a response to their questions.

Karen Bounds moved that the agenda be changed as requested. Gary Denué seconded the motion. The motion passed unanimously by voice vote.

Welcome to New Board Members

Jim Matthews welcomed newly elected board members and asked them to introduce themselves.

New Board members (Gary Denué, Sarah Isaacs and Sandra West) were asked to read and sign a “Commitment to Serve” document, as a reminder of their Board responsibilities.

Election of Officers

Nominations for officers were as follows:

President: James Matthews

Vice President: Karen Bounds

Secretary: Jacob Roskovensky

Treasurer: Nancy Huntley

James Fenton moved that the nominations be closed. Gary Denué seconded the motion. The motion passed unanimously by voice vote.

James Fenton moved that the Board accept the slate of officers by acclamation. Erin Steinsultz seconded the motion. The motion passed unanimously by voice vote.

Appointment of Susan Justice to Vacant Seat

Linda McDonnell, former IHLS Board President had contacted Susan Justice and asked her to serve as Board member to complete Linda’s term. Karen Bounds moved that the Board affirm the appointment of Susan Justice to the Board. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

New Board member Susan Justice was also asked to read and sign the “Commitment to Serve” document, as a reminder of her Board responsibilities.

Approval of Minutes

Nancy Huntley moved that the minutes of the June meeting be approved. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

Financial Report**Payment of Bills:**

Susan Mendelsohn reviewed bills that committee members had questioned.

Susan Mendelsohn moved that the bills and credit card summary totaling \$589,591.36 be approved. Jacob Roskovensky seconded the motion. The motion passed unanimously by roll call vote.

There was no June Financial Statement. The final financial report of FY2014 will be the audited financials, which will be available in September.

Communications

Linda McDonnell was selected as the ILA Trustee of the Year.



Leslie Bednar called attention to two books – The Things We Save, by Joanne Zienty – a book featured in the Illinois State Library’s Soon to Be Famous Authors project and Customer Service... and Beyond: It is All About the Wow! By Dawn Mushill, presenter at the June 20 staff workshop.

FOIA Update

Leslie Bednar reported on the multiple FOIA requests that IHLS and libraries across the state are receiving. The requests are related to a CE event presented by RAILS in December 2013 that IHLS made available to our members, at no cost to the member or the system. The Board will receive a monthly report on the cost to comply with these requests including copies, paper and staff time. In July IHLS used 30 reams of paper and 91.25 hours of staff time to complete requests at a cost of \$2,876. Since the requests are digital, IHLS cannot assess fees to the requestor. Our attorney has advised that the request is not considered onerous unless the same person makes 7 requests in one day.

Staff Report

Staff Retreat

The staff retreat was held on June 20. A report was included in the Board packet.

Staff Update:

Gary Denué moved that the Board approve the Staff Update as presented. Sarah Isaacs seconded the motion. The motion passed unanimously by roll call vote.

Staffing Activities:

There were no questions concerning the staff activities.

Personnel

Karen Bounds moved that the Board go into closed session to discuss personnel and secondary employment pursuant to Section 5 ILCS 120 § 2(c)(1)). Susan Justice seconded the motion. Closed session began at 6:48 p.m.

The meeting returned to open session at 7:15 p.m.

Jim Matthews stated that in closed session the Board rejected a proposal to settle an employee situation for \$27,000 and will advise counsel to continue negotiations.

ISL Report

Anne Craig reported that the Illinois State Library has released the Illinois Library System Proposed Rules and Standards Changes, which includes a draft of the new ILL code as submitted by the ILL Code Committee. She encouraged all members of the library community to review the document and submit comments.

Pat Boze told the Board that the annual member certification program will begin soon. Statewide, 1,868 agency members received certification and 39 libraries (2%) did not certify or had problems and could not certify. Last year, 14% were not certified, so the numbers are improving.

New grant offerings include Project Next Generation and Literacy.

SHARE/Dream Grant Report

A report was included in the Board packet. Ellen Popit and Chris Dawdy continue to visit board meetings of potential transition members. In addition, mailings have been sent to public library directors and board presidents with whom IHLS staff has not had contact to be sure they know about the opportunity provided by the Dream Grant.

Operations Report

Susan Palmer reported that she met with Ron Winner (Illinois State Library) and Mark Hatch (RAILS) to finalize a timeline for implantation of the Illinois State Library Delivery Committee's recommendations. Staff have also begun updating current hub information in L2 and finalized the Welcome to Delivery packet along with the tri-fold informational pamphlet.

The Champaign office is in the process of getting quotes for two HVAC units and for a cement ramp for the delivery entrance. Walls in Du Quoin have been repainted, air conditioning has been repaired, and floors have been painted. Dealings with the landlords continue to improve. Edwardsville has plans for delivery of HVAC units on July 25. A lock for the elevator will be installed this month. Construction has begun on the lots next door, which IHLS sold last fiscal year.

Grants Report

No Report.

Membership Report

No Report.

IT Report

Sarah Isaacs asked if IHLS could offer credit card or ACH payment of SHARE fees.

Committee Reports

Executive Committee:

The Executive Committee met, received updates on committees and reviewed the agenda.

Policy and Membership Committee:

The committee did not meet.

Personnel Committee:

The committee did not meet.

Finance Committee:

The committee discussed the problems with the current software and reviewed proposals for the purchase of new software. Adrienne Elam reviewed several software packages that met the criteria needed to provide the reporting IHLS needs. Susan Mendelsohn moved that the Board approve the purchase of Abila MIP Fund Accounting 100 Software as recommended by IHLS staff at a cost of \$44,361. Sarah Isaacs seconded the motion. The motion passed unanimously by roll call vote.

Facilities Committee:

The Facilities Committee did not meet.

Long Range Plan Committee:

The Committee met and reviewed proposals for a Long Range Plan Consultant. Nancy Huntley moved on behalf of the Long Range Plan Committee that the Board accept the proposal and approve a contract with NB&A (Nancy Bolt & Associates) to assist Illinois Heartland Library System with the Long Range Plan to take place in FY15 and FY16. Karen Bounds seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Denué, Fenton, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Steinsultz, West. No: Roskovensky.

Unfinished Business

None.

New Business

Board Meeting Time, Location and Dates:

The Board discussed times for holding Board meetings. Anne Craig requested consideration for meetings to be moved to earlier in the day.

Jacob Roskovensky moved that the August meeting of the IHLS Board will be held on August 26 at 6:00 p.m. at Helen Matthes Library, Effingham and that the Board table the approval of the rest of the meeting times and dates until Board members can be polled and possibly determine a different time to hold meetings. Nancy Huntley seconded the motion. The motion passed unanimously by voice vote.

Appoint Board FOIA Officer:

Jacob Roskovensky moved that Gary Denué be appointed as Board FOIA Officer. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

FY15 Area & Per Capita Application Response:

The Illinois State Library has advised IHLS that the response to their request for additional information regarding the FY15 Area & Per Capita Grant application has been extended to a due date of September 1.

- **Bylaws change:** According to IHLS bylaws, the change to the bylaws as requested by the Illinois State Library must be presented to the Board, then publicized for 30 days and voted on at the following meeting. That would mean that the changes would be presented at the August meeting and approved at the September meeting, which would be after the deadline for submitting our response to the Illinois State Library.

Pat Boze stated that the IHLS response should include an update on the process of the bylaws revision and when the revisions will be completed.

- **Plan of Service:** Additional language to the Plan of Service as requested by the Illinois State Library was included in the Board packet. Sarah Isaacs moved that the Board approve the added language to the Plan of Service as listed in Attachment M. Jim Fenton seconded the motion. The motion passed unanimously by voice vote.

- Budget. As mentioned earlier, this was tabled until the August meeting.

Library System Proposed rules and Standards Changes:

Leslie Bednar asked the Board to read and comment on the document (Attachment N). The IHLS Members Advisory Committee will be asked to review the draft and make comments.

Public Comment

None.

Announcements

Anne Craig stated that she felt strongly that the discussion of the Area & Per Capita Grant application is one of the most important items of business on the agenda and that she felt that the late hour of the meetings impeded careful consideration of the content. She encouraged the Board to agree to meet earlier in the day or to move important items of business to earlier in the agenda.

Adjournment

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

The meeting adjourned at 8:30 p.m.