



**Minutes of the Illinois Heartland Library System Board  
August 26, 2014  
Helen Matthes Public Library, Effingham, Illinois**

**Call to Order**

President James Matthews called the meeting to order at 6:00 p.m.

**Roll Call**

**Board Members  
Attending:** Karen Bounds, Lynda Clemmons, James Fenton, Susan Justice, Jim Matthews, Jacob Roskovensky.

**Board Members  
Attending by V-  
tel:** Rachel Fuller, Sarah Isaacs, Susan Mendelsohn, Erin Steinsultz, George Trammell, Sandra West.

**Board Members  
Attending by  
Phone:** Valerie Green, Nancy Huntley

**Board Members  
Excused:** Gary Denué

**Board Members  
Absent:** None

**Others Present:**  
**Champaign:** Joan Bauer, Mary Johnston  
**Decatur Public Library:** Robert Edwards  
**DuQuoin:** Ellen Popit  
**Edwardsville:** Leslie Bednar, Chris Dawdy, Adrienne Elam, Kathy Jackson, Julia Pernicka  
**Effingham:** Troy Brown, Peggy Durst  
**Illinois State Library:** Cyndi Colletti, Anne Craig, Tom Huber, Beth Paoli, Lawren Tucker

**Approval of Minutes**

Jim Matthews advised the Board that a second Board packet with amended minutes was sent to them on Monday. Karen Bounds moved that the minutes of the July meeting be approved as amended. Susan Justice seconded the motion. The motion passed unanimously by voice vote.

**Financial Report**

Jim Matthews reported that the Executive Committee reviewed the financial report. There were no unusual expenses this month. Jacob Roskovensky moved that the financial report be approved as submitted. Lynda Clemmons seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Fuller, Green, Isaacs, Justice, Matthews, Roskovensky, Steinsultz, Trammell, West. Abstain: Mendelsohn.



## **Public Comment**

Valerie Green stated that several member librarians have expressed their thanks to Leslie Bednar and the staff for the in-person meetings to collect comments and proposed changes to the Library System Proposed Rules and Standards.

## **Communications**

An article was shared concerning former IHLS Board Member Betsy Mahoney's appointment to the Court Guidance and Training Committee of the Illinois Supreme Court's Access to Justice Commission.

## **FOIA Update**

No report.

## **Staff Report**

### ***Staff Update:***

Kathy Jackson reported that with the resignation of Champaign staff member Eugene Ard, bids have been obtained for a cleaning service for the Champaign office. Since those bids have been prohibitively high, a replacement part-time custodian will be sought.

Karen Bounds moved that the Board approve the Staff Update as submitted. James Fenton seconded the motion. The motion passed unanimously by roll call vote.

### ***Staff Activities:***

This month's format for the Activities report was based on the new FY2015 Plan of Service. There were no questions concerning the Staff Activities.

### ***Personnel:***

At the July meeting it was hoped that there would be an agreement to share this month for the Board to approve or disapprove, but that document did not arrive.

### ***Secondary Employment:***

Two employees have completed the form for secondary employment for determination about a conflict of interest. Leslie Bednar recommended that the Board approve both.

Karen Bounds moved that the Board approve secondary employment for two employees. Susan Justice seconded the motion. The motion passed unanimously by roll call vote.

## **ISL Report**

Anne Craig reported that many comments have been received concerning the proposed changes to System Rules and Standards. Illinois State Library staff will review all of them and make recommendations to the Illinois State Library Advisory Committee, which meets on September 4. That committee will be asked to endorse the proposed rules with revisions, and the document will then be sent to the Index Department, made available for formal comment and eventually a Joint Committee on Administrative Rules (JCAR) hearing. Depending on that action, they will be adopted and made effective at a future date.



The Illinois State Library is offering competitive grants for eligible libraries for digital imaging projects.

Tom Huber has joined the literacy staff at the Illinois State Library.

Pat Norris has retired and Cyndi Colletti has been named Head of the Library Development Group.

Nancy Huntley joined the meeting at 6:30 p.m.

### **SHARE/Dream Grant Report**

As of today we have 49 transitional members. Staff are currently working with 22 libraries on barcoding and hope to have this completed soon so that they will be full members on Polaris.

Ellen Popit has visited the public libraries in Patoka and Vienna. Both libraries have agreed to join SHARE.

### **Operations Report**

The report was included in the Board materials. Work to streamline delivery routes continues. The new HVAC units at the Edwardsville office are working great.

### **IT Report**

We are testing a new video bridge using RAILS' video communications software.

### **Committee Reports**

#### ***Executive Committee:***

Jim Matthews reported that the Executive Committee met and received the financial report, looked at committee assignments, reviewed the poll on meeting times. The committee also discussed use of a consent agenda at future meetings. The committee seriously considered the request of the Illinois State Library to hold meetings earlier in the day.

### **Unfinished Business**

#### ***Library System Proposed Rules and Standards Changes:***

Jim Matthews asked for additional comments from Board members. Susan Mendelsohn asked if there was anything in the responses that were surprising or that they felt were unreasonable.

Anne Craig stated that it is disheartening that some libraries in Illinois still have a very narrow view of resource sharing and reciprocal borrowing. Illinois State Library staff have read every comment and will seriously consider each one. However, in making revisions to the proposed changes for submission to ISLAC, the role of the Illinois State Library is as administrator of the library system grant program and system law must be seriously considered.

#### ***Response to Area & Per Capita Grant:***

Sarah Isaacs moved that the Board approve the budget changes as presented. James Fenton seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Fuller, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Steinsultz, Trammell, West. No: Roskovensky. Abstain: Green.

***Board Meeting Time, Location and Dates:***

Jacob Roskovensky moved that the Board meet on the fourth Tuesday of the month at 5:00 p.m. Susan Justice seconded the motion. The motion passed unanimously by voice vote.

**New Business*****FY2015 Committees:***

Nancy Huntley moved that the committee assignments be approved as submitted. Lynda Clemmons seconded the motion. The motion passed unanimously by voice vote.

Jim Matthews will talk to Susan Justice to determine her committee assignments.

***Member at Large:***

Jim Matthews will appoint a Member at Large to the Executive Committee.

***Board Agenda Format:***

A consent agenda format will be discussed at the September executive committee meeting.

***Audit Update:***

Our auditors have not been able to clear their calendar in order to complete our audit prior to the Annual Report's September 30 deadline. The Illinois State Library has generously granted a 30 day extension of the entire Annual Report. Auditors will be on site the week of September 22.

***Annual Report:***

Staff have begun working on the other portions of the Annual Report.

***Milford Area Public Schools District #124:***

Karen Bounds moved that the Board approve the membership of Milford Area Public School District 124. Valerie Green seconded the motion. The motion passed unanimously by voice vote.

***Appoint Board OMA Officer:***

Jacob Roskovensky moved that the Board renew the appointment of Jim Matthews as Open Meetings Act Officer. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

***IHLS Personnel Code:***

Jim Matthews asked that this item be tabled pending lengthier discussion by the Executive Committee.

**Public Comment**

None.

**Adjournment**

The meeting adjourned at 7:25 p.m.