



Illinois Heartland Library System

Attachment A

Minutes of the Illinois Heartland Library System Board

April 22, 2014

Helen Matthes Library, Effingham, Illinois

Call to Order

President Linda McDonnell called the meeting to order at 6:03 p.m.

Roll Call

Board Members Attending: Nancy Huntley, Libby Letterly, James Matthews, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, Nina Wunderlich

Board Members Attending by V-tel: Lynda Clemmons, Valerie Green, Betsy Mahoney, Erin Steinsultz, Susan Tulis

Board Members Attending by Phone: Karen Bounds

Board Members Excused: James Fenton, George Trammell

Board Members Absent: None

Others Present:
Champaign: Joan Bauer, Michelle Ralston
Decatur Public Library: Robert Edwards
DuQuoin: Troy Brown, Traci Edwards, Ellen Popit
Edwardsville: Leslie Bednar, Chris Dawdy, Sarafae Stuehlmeier
Effingham: Esther Curry, Kathy Jackson, Susan Palmer, Peggy Durst
Illinois State Library: Cyndi Colletti, Mark Shaffer, Lawren Tucker

Approval of Minutes

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216



Jim Matthews moved that the minutes of the March 25, 2014 meeting be approved. Libby Letterly seconded the motion. The motion passed by voice vote. Roskovensky voted present and Wunderlich abstained.

Nina Wunderlich moved that minutes of the April 15, 2014 meeting be approved. Jacob Roskovensky seconded the motion. The motion passed by voice vote. Clemmons and Letterly voted present and Green abstained.

Financial Report

Payment of Bills:

The Finance Committee reviewed the bills and asked for clarification for two checks from last month's list concerning expenses for the Du Quoin building. One was for regular rent plus utilities and the other for IHLS-specific wiring installation. There was an additional bill to use a camera to identify plumbing issues, which was split with the landlord. Future building/plumbing repairs will be the responsibility of the landlord.

Although most member libraries now bill directly for lost books, prison libraries are unable to reimburse for lost books in a timely manner. IHLS has agreed to pay for lost books and wait for reimbursement after prison libraries are able to request the payment.

Susan Mendelsohn moved that the Board approve the payment of the March 2014 bills and credit card report with a total of \$735,069.38. Jim Matthews seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement

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

Public Comment

None.

Communications

None.

Staff Report

Staffing Activities:

There were no questions concerning the staff activities.

Staff Update:

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

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Betsy Mahoney moved that Board approve the Staff Update as presented. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

Order of Business

Jacob Roskovensky moved that the Board agenda item table 7.c until the attorney arrives. Nancy Huntley seconded the motion. The motion passed unanimously by voice vote.

ISL Report

Lawren Tucker reported that the System Area & Per Capita grant is due at the Illinois State Library on May 1.

The All Systems meeting will be May 13.

Mark Schaefer shared information about the Public Library Construction grant program: \$790,000 in awards were made to 15 libraries, 4 of which were IHLs libraries. Those libraries were Ashley Public Library District, Eldorado Memorial Public Library District, Frank Bertetti Benld Public Library, and Homer Community Library. He congratulated the Bunker Hill Public Library District on its completed construction project that took library services to the community from a 1,500 square foot facility to a 4,000 square foot facility complete with green initiatives.

Personnel:

Jacob Roskovensky moved that the Board go into closed session pursuant to Section 5 ILCS 120 § 2 (c) (1). Jim Matthews seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 6:36 p.m.

The Board returned to open session at 7:04 p.m.

Linda McDonnell moved that the Board instruct the attorney to resolve the matter as quickly as possible. Libby Letterly seconded the motion. The motion passed unanimously by voice vote.

SHARE Report

Leslie Bednar reviewed a summary sheet of the ***Growing Resource Sharing in IHLs through Growing SHARE Membership*** grant.

Jacob Roskovensky asked about the reduction in the amount set aside for the SHARE fund from \$250,000 to \$142,000. Traci Edwards stated that the fund now has \$460,000 in reserves and this amount will be reviewed each year to determine whether it should be increased or decreased.

Karen Bounds joined the meeting by phone at 7:17 pm

Operations Report

The report was included in the Board materials.

Libby Letterly asked about the recommendations from the statewide delivery committee. Susan Palmer stated that the System will comply with the recommendations and if they do not work, that will be addressed and corrected. The community concept of delivery will be an avenue to increase delivery days for smaller libraries, but will also be optional for each community.

Grants Report

No report.

Membership Report

Ellen Popit stated that her report is in the Board packet and action will be recommended under New Business.

Nina Wunderlich asked if there is a fee for leaving the LLSAP. Traci Edwards stated that there is not a fee, but clean up is minimal.

IT Report

No report.

Committee Reports

Executive Committee:

The Executive Committee met on April 14. Polaris was sold to Innovative on April 1. Our contract is good for 5 more years. Staff will attend both the Polaris Users Group meeting in October and the Innovative Users Group meeting in spring of 2015.

Five vans and two staff vehicles will be purchased from this year's budget and an additional four vans and 2 staff vehicles will be in the FY15 budget.

Staff is getting more information on repair of the dock at the Edwardsville building due to mine subsidence.

Kate Stiles is the new IMSA manager. Interviews have begun for the CFO position.

The FY 15 budget will include money for a consultant to guide the preparation of the Long Range Plan.

Policy and Membership Committee:

The Committee met on April 16. They discussed the membership report and will make recommendations for member library suspensions and an amendment to the bylaws.

Personnel Committee:

The Committee met and reviewed proposed Executive Director contracts. They also discussed an update of the Personnel Committee with Kathy Jackson.

Finance Committee:

The Committee reviewed the cost of the Xerox copier in the Champaign office. Attorney Phil Lenzini advised that the cost of litigation would be more than the expense of the lease. The committee decided to let the lease run its course and also to lease a smaller copier for the Du Quoin office.

The committee also discussed investment considerations for the funds received from sale of property.

They also reviewed an update to salary ranges (2.5% increase to the minimum in each range) and asked for a few adjustments to the proposed budget.

Facilities Committee:

Jim Matthews reported that the Committee met on April 8. Progress has been made on repairs to the Du Quoin office. Processes are underway to make a good decision for those repairs with a more significant cost. The committee plans to work with the Long Range Plan Committee to discuss facilities needs in the next few years.

Long Range Plan Committee:

The committee met on April 7. Possible consultants were suggested to work on the long range plan.

Unfinished Business

Nominating Committee: Linda McDonnell reported that the election ended on April 15 and the committee will report at the May meeting.

FY2015 Budget:

Sarafae Stuehlmeyer reviewed adjustments that were made to the budget that was presented on April 15, including moving one staff member to the General Fund, adding the cost of dishonesty insurance and employee bonding to the insurance costs. A spreadsheet summarizing the difference in cost of a 2% or 3% cost of living increase, which was \$13,000 for the general fund and \$8,778 for SHARE. Leslie Bednar advised the Board that with the recent implementation of the staff evaluation process, goals can be set for each staff member and in FY16 increases can be merit based.

Susan Mendelsohn moved that the Board accept the proposed budget with a 2% salary increase for FY15. Nina Wunderlich seconded the motion. Roll call was taken. Mendelsohn, Roskovensky and Wunderlich voted yes. Bounds, Clemmons, Green, Letterly, Huntley, Mahoney, Matthews, McDonnell, Steinsultz and Tulis voted no. The motion failed.

Betsy Mahoney moved that the Board approve the FY15 budget as presented. Karen Bounds seconded the motion. Roll call was taken. Bounds, Clemmons, Green, Huntley, Letterly, Mahoney, Matthews, McDonnell, Steinsultz, and Tulis voted yes. Mendelsohn, Roskovensky, Wunderlich voted no. The motion passed.

Staff Evaluation Update:

Leslie Bednar presented a spreadsheet outlining the salary status of all staff. Staff evaluations will be completed this month. All staff members, except those hired after 7/1/14 or promoted since 7/1/14 will receive a 3% increase retroactive from July 1.

System Board Meeting at Illinois State Library:

Board members should register in L2 and let Peggy know if you need overnight accommodations.

Change Date of June Board Meeting:

Betsy Mahoney moved that the June Board meeting be held at 6 pm on June 16 at the Du Quoin office. The annual meeting will be held at 5 pm. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Bylaws Update:

Betsy Mahoney advised the Board that since the bylaws were not posted for public comments, the proposed changes will not be presented for a vote until the May meeting.

Executive Director Contract:

Karen Bounds advised the Board that the Executive Director's contract was presented for a first reading and approval at the May meeting. She listed reasons that an employment contract is needed. That statement is appended to these minutes.

Investment Considerations:

Board members received a summary of available interest rates. As approved at the March 25 meeting, the Executive Director will arrange for \$527,613.00 to be invested at First Clover Leaf Bank and \$248,500 will be invested at Scott Credit Union.

New Business

FY 2015 Plan of Service:

Ellen Popit asked for questions concerning the Plan of Service. There were none. Nina Wunderlich moved that the Board approve the Plan of Service. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Membership Considerations:

Karen Bounds moved that the Board suspend the following libraries:

- Anna-Jonesboro CHSD #81 (Union County)
- Bluford CCD #114 (Jefferson County)
- Hardin County UD #1
- Mulberry Grove CUSD #1 (Bond County)
- Sandoval CUSD #501 (Marion County)
- Steeleville SD #138 (Randolph County)
- Decatur Memorial Hospital
- Lawrenceville Correctional Center

Libby Letterly seconded the motion. The motion passed unanimously by voice vote.

Employee Health Insurance:

Kathy Jackson reported that the broker called as she was leaving for the meeting to say that she has quotes for health insurance. That information will be presented at the May meeting.

Public Comment

None.

Announcements

None.

Adjournment

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote, and Board adjourned at 8:54 p.m.

Karen Bounds' statement concerning the need for a contract for the Executive Director:

I was asked for my reasons for providing the Executive Director with a contract and promised I would have my thoughts together for this meeting. While I realize this is *Illinois* and many of the things that go on in this state are not rational, that does not mean we have to follow suit! Illinois Heartland Library System is a multi-million dollar enterprise that covers half of the state of Illinois. An organization that large which has one chief executive officer owes it to its clients to have certain expectations of that individual that go beyond a job description. A contract places in print the expectations of the organization, protects the organization, and gives the organization some recourse if problems arise with the office of the chief executive. By the same token, it allows the person who holds that position to know exactly what is expected of him or her and gives protection from specious activity on the part of the governing board.

Specifically, a contract should:

State the date when continuous employment begins

State the terms related to salary

Specify hours of work

Specify holiday entitlement

Specify sick leave/sick pay

Specify pension offerings

Specify entitlement to notice of termination by employer or employee

Refers to job description for full description of position

Specify whether the employee is required to work in more than one location

Specify grievance procedures

A full written contract gives that extra layer of certainty to employers and employees alike.*

We have an employee code that outlines the expectations of employment for everyone else in our organization, therefore it stands to reason we should have a contract with the person who directs them.

Cited: <http://www.search4solicitors.com/article.php?ArticleID=17>

Karen Bounds

4/22/2014