



**Minutes of the Illinois Heartland Library System Board
February 25, 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: Karen Bounds, Lynda Clemmons, James Fenton, Valerie Green, Libby Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Jacob Roskovensky, Susan Tulis, Nina Wunderlich

Board Members Attending by V-tel: None

Board Members Attending by Phone: Susan Mendelsohn, Erin Steinsultz

Board Members Excused: Nancy Huntley, George Trammell

Board Members Absent: None

Others Present:
Champaign: Michelle Ralston
DuQuoin: Troy Brown, Traci Edwards, Brant Wingerter
Edwardsville: Chris Dawdy, Kathy Jackson, Susan Palmer
Effingham: Rose Mary Barczewski, Lee Baron, Leslie Bednar, Janet Cler, Esther Curry, Marilyn Klockenkemper, Ellen Popit, Diane Yeoman, and Peggy Durst
Illinois State Library: Anne Craig, Lawren Tucker

Approval of Minutes

Jacob Roskovensky moved that the minutes of the January meeting be approved with corrections. Susan Tulis seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Payment of Bills:

Jacob Roskovensky stated that the Finance Committee reviewed the bill list and had questions on the following payments:

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

Check #	Payee	Description	Amount	
10176	Facility Mgt Services Group	Maint-Overhead	\$485.50	Repair to hanging cubicle in DQ office.
10232	Gamble's Plumbing	Maint-Restroom Drain	\$434.90	Restroom drains in DQ were not working. IHLS paid to repair and will deduct cost from rent, as stated in lease.
10214	Allied Waste	Trash Removal	\$689.83	Two months trash removal in Edwardsville and one month in Champaign.
1000	Elk Heating & Cooling	Replace 3 HVAC Units	\$32,035.00	Is this budgeted? Yes.
10196	Sandberg, Phoenix & Von Gontard	Legal Services – Real Estate	\$3,831.32	Legal fees for DQ contract, and final costs for closing of sale of Edwardsville property.
10187	Kavanagh, Scully, Sudow, White	Legal Services - Personnel	\$805.00	Review of Executive Director's employment contract
10237	Lowenbaum Partnership	Legal Services – Personnel	\$73.75	Fees for templates for a telecommuting policy
10045	C E Brehm Memorial Library	Other CE	\$964.76	IHLS reimbursement for ILA travel and conference fees for a member librarian who played a key role in the Polaris migration to receive award.
10243	Ellen Popit	Travel-Lodging Springfield	\$285.80	What was the purpose of this trip? ISLMA.
10209	Xerox	Copier	\$750.91	Will go to attorney this month
10190	Martin, Hood, Friese & Assoc.	Audit	\$1,425.00	Additional fees for single audit.

The committee also reviewed the credit card summary for January.

Jacob Roskovensky moved that the bills for January be accepted as presented. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement

Leslie Bednar reported that the Finance Committee reviewed the financial statements at their February 19 meeting. At that time, the special revenue funds income statement and balance sheet were not available, however those were included in the Board packet along with General Fund, SHARE and Capital Fund reports. Two questions came up in the Finance Committee meeting:

- 1) General Fund – Insurance Liability. What is included in this? Several different types of insurance come out of this line item. In August \$8,944 was spent: \$7,194 for bonding for drivers and \$1,750 for the Treasurer's Bond for the Board Treasurer. Both were paid to FCCI. In October \$6,995.70 was paid for Employee Dishonesty Bond through Crane Agency. In December \$1,913 was paid to FCCI, but this was refunded on January 16. At the time reports were generated, this refund had not yet been recorded.
- 2) Check #10042 (1/16/14) IHLS General Fund from SHARE. On the General Fund Balance sheet expenditures, this is reflected in "Due to Other Funds-SHARE". Under Revenue-Cash-checking Illinois Funds account the difference between December and January reflects this \$100,000.

Public Comment

Lee Baron stated that he is an attorney for former employee Rose Mary Barczewski and that they would like to address the Board in closed session.

Communications

Leslie Bednar thanked the Illinois State Library for receipt of \$231,183.12 for the Area & Per Capita Grant. This brings the system to 19.6% or \$659,722.21 of the total \$3,364,429.41 allocation for FY2014.

Staff Report

Staffing Activities:

The Staff Activities report was distributed on the Board table. Plans are underway to create a Consulting Plan for IHLS for a future year.

Staff Update:

Nina Wunderlich asked what the last day of employment was for Rose Mary Barczewski. Leslie Bednar replied that it was February 14, 2014.

Betsy Mahoney moved that the Board accept the Staff Update as presented. Karen Bounds seconded the motion. The motion passed by voice vote. Wunderlich voted no. Roskovensky and Green voted present.

[Ellen Popit joined the meeting at 6:40 p.m.]

ISL Report

Anne Craig reported that the Illinois State Library will host an All Systems Board meeting in Springfield on May 13. Please register in L2. If Board members have suggested agenda items, please send them to Leslie. Illinois State Library will pay for lodging and mileage.

The Illinois State Library (ISL) was recently informed about a grant opportunity from the Illinois Department of Commerce and Economic Opportunity (DCEO) for public libraries to receive up to \$75,000 in funding to establish a Community Technology Center. To be eligible for funding, a public library must be located in a community where not less than 40 percent of students are eligible for a free or reduced price lunch under the National School Lunch Statistics; or where not less than 30 percent of students are eligible for a free lunch under the National School Lunch Statistics.

The Illinois State Library announced the Illinois EDGE Resource Homepage, which is a one-stop location for all the resources and answers to questions concerning the EDGE Initiative, funded by the Bill and Melinda Gates Foundation and IMLS. Public libraries may visit the site to learn about the EDGE Initiative and take an assessment. Although not an FY2015 requirement for Public Library Area & Per Capita Grants, library staff and board may complete The Edge Initiative assessment in FY2015. It is anticipated that this will be required the following year.

The annual online certification process for libraries that are members of a regional library system is underway and going well.

The Illinois State Library is putting in a few conference proposals for the ILA Conference, including a session led by Sina Bahram, a specialist in website accessibility.

159 libraries were awarded Back to Books grants of up to \$5,000 each totaling \$678,410.

Public Library Per Capita grants will be awarded at the maximum level of \$1.25 per person.

The Small Public Library Management Institute will be held in June. Two librarians from India will participate.

Personnel:

Betsy Mahoney moved that the Board go into closed session pursuant to Section 5 ILCS 120 § 2 (c) (1). Karen Bounds seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 6:54 p.m.

The Board returned to open session at 7:51 p.m.

Betsy Mahoney moved that the Board accept the recommendation of the Executive Director concerning secondary employment of a staff member. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

Susan Mendelsohn moved that the Finance Committee and Personnel Committee work together and sort out this situation in a fair and open manner concerning the Chief Fiscal Officer and Executive Director. Nina Wunderlich seconded the motion. Susan Mendelsohn withdrew her motion.

Jacob Roskovensky moved that the Personnel Committee review the Personnel Code and make sure it is clear. Betsy Mahoney seconded the motion. The motion passed unanimously by voice vote.

Jim Fenton raised a question of privilege: By sending the policy to the Personnel Committee does that ratify the termination of Rose Mary Barzcewski? It was the consensus of the Board that he was correct.

SHARE Report

Esther Curry reported that the SHARE semiannual meeting was well attended both in person and online. Policies for circulation, bibliographic services and resource sharing were presented to membership. In addition, a draft governance document was presented and fee formulas were discussed. Voting will be electronic.

The recent Polaris update was successful with only minor problems.

SHARE membership now includes 296 agencies (426 libraries), 27 transitional libraries, 23 affiliate members and 13 Carli affiliate members. Two new libraries will be joining SHARE as transitional libraries: Whitehall Township Library (Whitehall) and Bond County High School (Greenville).

Operations Report

The report was included in the Board materials.

Grants Report

No report.

Membership Report

Ellen Popit reported that certification is going well. Only 48 IHLS member libraries still need to complete certification.

IT Report

No report.

Committee Reports

Executive Committee:

The Executive Committee met on February 17. Staff evaluations are almost complete. The Board Retreat will be held on March 1. The Nominating Committee will have a ballot ready very soon.

Policy Committee:

The Committee did not meet, but will meet in March.

Personnel Committee:

The Committee met and reviewed proposed changes to the Executive Director's job description and evaluation. Action will be taken later in the meeting. Karen Bounds reviewed the changes in those documents with the Board.

Finance Committee:

Jacob Roskovensky reported that the Finance Committee had asked the Personnel Committee to review IHLS travel policies to make sure the best prices are obtained for travel. The Finance Committee would also like to ask the Personnel Committee to look at how to deal with increased health costs for the coming year.

Some Board members received mileage checks that were more than expected. This was because calendar year 2013 IRS rates were increased, but this was not put into effect. Checks were issued to correct the error. Calendar year 2014 mileage rate is 56¢ per mile, down a half cent from last year.

Linda McDonnell stated that she has a memo prepared for the Personnel Committee with the requests from the Finance Committee.

Facilities Committee:

Jim Matthews reported that the Committee met on February 12. The committee is concerned about conditions in the Du Quoin office and he hopes to visit the building in the near future.

Long Range Plan Committee:

The Board Retreat will be held on March 1. Pat Wagner will arrive on February 28. Rolls and coffee will be served at 8:30 a.m. and the meeting will begin at 9:00 a.m.

Unfinished Business

Nominating Committee: Linda McDonnell reported that the Nominating Committee is on schedule to present a ballot for the March election. Due to lack of nominees there will be two seats that will be write-ins on the ballot.

Staff Evaluation Process Update: This project is almost complete.

Executive Director Job Description & Evaluation Form: The Board reviewed the revised draft of these documents. Additional changes were suggested.

James Matthews moved that the Board approve the Executive Director's Job Description. Betsy Mahoney seconded the motion. After discussion, the following changes were agreed upon: Page 2, paragraph 1 should read:

Directs the development of the annual budget and submits it with detailed explanation for IHLS Board and ISL approval.

Page 2, paragraph 6 should read:

Oversees human resources activities, including the approval of human resource plans and activities such as the selection of staff, establishment of compensation levels and the establishment of IHLS's organization structure, and submits to Board for input and approval.

Page 3, paragraph 22 should read: *A minimum of five years, with seven years preferred, of post-graduate progressively responsible library experience of which three years must have been in a library administrative capacity.*

Jim Matthews amended his motion to include the above changes to the job description. Betsy Mahoney seconded the amended motion. The motion passed unanimously by voice vote.

Betsy Mahoney moved that the Executive Director's Evaluation be approved. Jim Matthews seconded the motion. The motion passed by voice vote. Susan Mendelsohn abstained.

New Business

System Board Meeting at Illinois State Library: As reported earlier in the meeting, this meeting will be held on May 13. Please send agenda suggestions to Leslie or Peggy.

IMRF Agent:

Karen Bounds moved that Kathy Jackson be named as IMRF Agent. Valerie Green seconded the motion. The motion passed unanimously by voice vote.

Public Comment

None.

Announcements

None.

Adjournment

Betsy Mahoney moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote, and Board adjourned at 8:47 p.m.