

**Minutes of the Illinois Heartland Library System Board
March 25, 2014
Helen Matthes Library, Effingham, Illinois**

Call to Order

President Linda McDonnell called the meeting to order at 6:00 p.m.

Roll Call

Board Members Attending: Karen Bounds, Lynda Clemmons, James Fenton, Libby Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Susan Tulis.

Board Members Attending by V-tel:
At the Illinois State Library: Valerie Green, Nancy Huntley
At the Du Quoin office: Erin Steinsultz.

Board Members Attending by Phone: None.

Board Members Excused: Jacob Roskovensky, George Trammell, Nina Wunderlich.

Board Members Absent: None.

Others Present:
Champaign: Joan Bauer, Beverly Obert.
Du Quoin: Troy Brown, Traci Edwards.
Edwardsville: Susan Carr, Kathy Jackson, Susan Palmer, Sarafae Stuehlmeier.
Effingham: Leslie Bednar, Esther Curry, Chris Dawdy, Ellen Popit, Diane Yeoman, Peggy Durst.
Illinois State Library: Vandella Brown, Lawren Tucker.

Agenda item 17b – Draft FY2015 Budget Presentation was moved forward to follow item 6 – Public Comment.

Approval of Minutes

Betsy Mahoney moved that the minutes of the February 25, 2014 meeting be approved. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Betsy Mahoney moved that the minutes of the March 1, 2014 meeting be approved. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Open Meetings Act

Jim Matthews presented an overview of the Open Meetings Act and its effect on electronic communications.

Financial Report

Payment of Bills:

Susan Mendelsohn moved that the board ratify the bills including the transfer of \$50,000 to the Capital Fund and \$776,173 to the Money Market account for a total of \$1,143,686.01, Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement

February and March financial statements will be available at the April meeting. Staff is working with the software consulting firm to create reports directly from the accounting software.

Other

On March 3, IHLS received \$513,707.20 for the third payment for the Area & Per Capita Grant funds. This makes 35% of the total for FY14.

Status of other grants:

- 25% (\$71,839 of the total IMSA grant
- All MARC of Quality grant funds (\$8,200) have been received.
- 100% of the WebJunction grant (\$73,093) has been received.
- CMC Grant – as of February 48% has been received (\$171,520).
- OCLC Billing—100% of \$128,105.

Public Comment

None.

Draft FY2015 Budget Presentation

Sarafae Stuehlmeier and Leslie Bednar gave an overview of the FY15 draft budget.

Communications

Leslie Bednar shared a newspaper article, a thank you note and a baby announcement.

Staff Report

Staffing Activities:

The report was included in the Board materials.

Staff Update:

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

Personnel:

No report.

Secondary Employment:

No report.

ISL Report

Lawren Tucker announced that a grant agreement has been finalized with IHLS for growing resource sharing through SHARE for \$996,000 over the next 2 years. To grow membership in SHARE, help additional public and school libraries join SHARE network. \$709,000 will come before the end of this fiscal year.

The all system Board meeting will be held in Springfield on May 13. Please register in L2.

Vandella Brown reported that the final date for Project Next Generation applications is March 31. Applications for Project Next Generation

A workshop to help library staff meet the needs of Spanish speaking patrons will be held at Kankakee Public Library on April 11.

SHARE Report

Ellen Popit and Chris Dawdy shared details on the Growing Resource Sharing in IHLS, which will make SHARE available to more school and public libraries.

Esther Curry reported that the SHARE membership ratified the following documents with over 90% approval: SHARE Governance Document, SHARE Circulation and Resource Sharing Policy, SHARE Bibliographic and Cataloging Standards, and Problem Resolution for Bibliographic Services.

Karen Bounds moved that the Board acknowledge the SHARE Documents. Libby Letterly seconded the motion. The motion passed unanimously by voice vote.

Esther Curry stated that with the help of the grant from the Illinois State Library, the SHARE Executive Council was able to keep SHARE fees at their current rate, making it more affordable for all sizes of libraries. She thanked the Illinois State Library on behalf of all SHARE libraries for the grant funds.

Operations Report

The report was included in the Board materials.

Grants Report

No report.

Membership Report

Included in Board materials.

IT Report

Included in Board materials.

Committee Reports

Executive Committee:

Linda McDonnell reported on the Executive Committee meeting on March 17.

Policy Committee:

Policy Committee met on March 19. This was the first joint meeting of the combined Membership and Policy Committees. Betsy Mahoney distributed proposed changes to the bylaws, which would refine the election process. A vote will be taken at the April regular Board meeting.

Personnel Committee:

The Personnel Committee will meet on April 3.

Finance Committee:

The Committee met on March 21. In addition to review of the bills and credit card statements and discussion of the budget timeline, the committee discussed the collapse of several bank accounts to improve effectiveness and efficiency and an investment opportunity.

Facilities Committee:

The Facilities did not have a quorum and did not meet.

Long Range Plan Committee:

The Committee met on March 10 and reviewed the results of the survey and the March 1 retreat.

Unfinished Business

Nominating Committee:

Ballots were posted on March 15. Last day to vote is April 15.

Report on Board Retreat:

Notes on the Retreat went sent to all Board members. A webinar will be scheduled with facilitator Pat Wagner in April or May.

Staff Evaluation Process Update:

This project is almost complete. An overview will be presented in April.

System Board Meeting at Illinois State Library:

Ride sharing will be available from all three offices. Please register on L2.

New Business

FY2015 System Area & Per Grant Application.

Review of FY2014 Plan of Service: Ellen Popit reviewed the FY14 Plan of Service and progress toward completion of activities.

Bank Accounts

Currently, each grant has its own bank account. Leslie Bednar stated that several accounts will be combined and the funds will be separated in the accounting software. The IMSA and money market accounts will remain separate.

Investment Considerations

Susan Mendelsohn moved that the Board approve the transfer of \$776,173.00 from the sale of property in Decatur and Edwardsville from the money market account and purchase 3 or more 52-week certificates of deposit in increments of \$250,000 at the highest rate that the Executive Director is able to obtain. Betsy Mahoney seconded the motion. The motion passed by roll call vote.

Additional Board Meeting in April:

A Doodle poll will be sent to determine a date for a meeting to discuss the FY15 Budget and Plan of Service in detail.

Change Date of June Board meeting:

A Doodle poll will be sent to determine a date for the June meeting.

Public Comment

Diane Yeoman thanked the Illinois State Library on behalf of her patrons, students and as a SHARE member for the Resource Sharing grant. She also thanked the IHLS Board for their continued and growing support of SHARE and IHLS staff for their hard work and support of libraries.

Announcements

Remember to complete your Statement of Economic Interest.

Valerie Green told the Board about the 2014 Follow the Money series of sessions presented by Judy Barr Topinka at various locations around the state.

Adjournment

Karen Bounds moved that the meeting adjourn. James Matthews seconded the motion. The motion passed unanimously by voice vote, and Board adjourned at 8:47 p.m.