



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING MINUTES

**March 18, 2015, 4 p.m.**

(via phone, Adobe Connect, and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 3892694

Adobe Connect Link: <http://webjunctionillinois.adobeconnect.com/executive/>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

### **Call to Order:**

President James Matthews called the meeting to order 4:04 pm.

### **Roll Call:**

#### ***Board Members***

***In Attendance:*** James Matthews, Karen Bounds, Valerie Green

#### ***Members***

***Late:*** Jacob Roskovensky

#### ***Members***

***Excused:*** Nancy Huntley

#### ***Additional***

***Attendees:*** Leslie Bednar/Kimberly Townsend

### **Public Comment:**

No public comments

### **Approval of February 18, 2015 Minutes:**

Valerie Green motioned to approve the minutes, 2nd by Karen Bounds - Motion carried.

### **SHARE/Dream Grant Update:**

Leslie Bednar shared:

- SHARE - currently have 61 members of SHARE
- Dream Grant – Ellen and Chris are looking at the budget and how we will adapt in the next year.
- Additional barcoding training is in process. Traci and Joan are working on the backend. We will be able to make improvements to the website via the dream grant.
- SHARE – will provide more training videos. We are adding additional topics.
- Bibliographic services staff are working on database cleanup. This is ongoing.
- Several members are using LEAP at circulation desks. This is not a mandatory requirement for SHARE members. Some use it some do not.

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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



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- Questions or Comments: None.

## **Administrative Updates:**

Per Leslie Bednar every department is working on budget numbers.

## **Operations:**

- Will be rolling out the delivery help desk software next week.
- Looking at supplies to purchase – additional funds under per capita grant funding for FY2015.
- Working with RAILS and State Library on the delivery count process on a quarterly bases. Originally we used a manual count. We have tested the process against our manual count. We could only count from one direction when we used the manual count process. We are now using SHARE to count.

## **Facilities:**

- There is another leak in Du Quoin since the most recent visit. The new leak is located in the video conferencing room.

## **Grants:**

- Have not received instructions regarding possible reductions regarding special revenue grants. It is assumed that no news is good news.

## **Staffing:**

- Network Administrator will start on April 6<sup>th</sup>. He will be located in the Edwardsville office.

## **Membership and Policy:**

- No information.

## **Finance:**

- Committee meeting is scheduled for March 30<sup>th</sup>, the day prior to the Board Meeting.

## **Personnel:**

- Meeting is set for the 25<sup>th</sup> per Valerie Green. The committee will establish a revision of the FY15 ED evaluation form to prepare for May. Leslie Bednar will give a self-evaluation. Expected delivery to the board members will be in May to give three weeks prior to our committee meeting in June.  
No Questions or Comments

## **Facilities:**

- Karen Bounds reported:
  - Du Quoin – shared utility costs were separated out. We pay our own now. We are also paying for our own alarm system. AC for the server room was about \$6000 per the last estimate. We did not move forward in 2014 since there was weather change. Will need to consider soon.
  - Future of Du Quoin Building – the questions is do we want to spend money here due to the building condition? No motions have been made yet, currently just information. In Du Quoin there was a problem, finding a location. This was a difficult process in the beginning. Bldg. owner has been uncooperative.
  - Faith is retiring – Faith Jones will retire at the end of May.
  - Edwardsville facility - cost estimate is \$8000 to seal and stripe parking lot.
  - We do have the required number of parking spaces in Edwardsville.



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- Champaign – Roof (patched over for decades) bid received from Garland \$286,000 to fix the roof without patching. Bldg. was appraised in 2012 and at that time it was worth \$670,000. The building is expected to deteriorate due to mold damage and roof issues if we do not fix.
- ISL encouraged us to sell our buildings and relocate the hubs. Question is, where the hubs should be housed.
- Old business for surplus – Greg M at ISL will work with us on surplus. All surplus valued at \$250.00 or below, we can do with as we choose. Surplus valued at \$251.00 and over must be by display on public notice, we can donate any of these items those who want them.
- HVAC on Champaign Roof – James Matthews asked what the status is. What has been replaced? The HVAC for the server rooms had been replaced. Leslie Bednar confirmed. James Matthews indicated that if we have invested in HVAC we don't want to waist the money. We may need to fix the roof.
- No questions or comments

### Long Range Planning: –

- In lieu of the last meeting Leslie B sent out an update from Nancy and Liz the presenters from the Focus Group sessions.
- Focus group sessions were March 9<sup>th</sup> – 13<sup>th</sup> (55 attendees across)
- The Focus Groups were held at the following locations:

DATE	LIBRARY NAME
3/9/2015	Six Mile Regional Library District
3/10/2015	Bryan-Bennett Library
3/11/2015	Marion Carnegie Library
3/12/2015	Lincoln Library - Springfield
3/13/2015	Mahomet Public Library District

- Nancy and Liz will share their data in April
- Member surveys will go out in April with a due date of early May
- Long Range Planning Committee – will plan a second retreat in early July.
- Next Meeting is scheduled April 13 @ 4pm.
- No Questions or Comments.

### Nominating Committee: Leslie Bednar provided information

- Nomination survey went out late – we had a slightly late start
- We received 19 responses to survey
- Goal – to fill 5 seats:
  - a. 2 school positions
  - b. 1 public librarian position
  - c. 2 public library trustee positions
- Committee meets again tomorrow, ballot will be out March 20 to allow enough time for a recount if necessary.
- The nomination committee hit the ground running. Off schedule for about only a week. About 5 days behind.
- No comments or questions.



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## **Unfinished Business:**

Board member attendance question. We received a question from a board member, who wanted to know if a board member misses a rescheduled meeting will this count against them.

- a. Missing an unscheduled meeting is not a count against the board meeting.
- b. Starting date is when the policy goes into effect. Going forward the new attendance policy is now in place.

## **New Business:**

Additional allocation - attachment B – Leslie Bednar shares.

- Will follow same process as last year.
- Delivery packaging material will be purchased.
- Remaining funds go to E-Resources.
- \$20,000 is the most we plan to spend on new delivery tubs and protective packaging.
- Indicated that CARLI/ILDS delivery is funded by the state library through a grant and service provider. They are out of tubs and no additional funding is available. ILDS is in place. We will purchase. Remaining funds go to the 3M cloud. Will amend the budget to address and put in March board packet.

## **Annual Report Additional Information Request:**

- State library wants to make sure all issues are addressed, and that we are on target for submission this year.
- Second point – would like us to provide a list of non-automated library names. Initially the number was larger. Now there are fewer members who are not automated per Leslie Bednar.
- No Questions or Comments

## **Staffing:**

- Accounts Receivable Coordinator:
  - a. OCLC, Billing and Receivable responsibilities. Rhonda Johnisee along with Adrienne are filling this process now. Hope to add by the end of this year. Good starting position

*Note: Jacob Roskovensky jointed the meeting*

## **RAILS cataloging proposal:**

- Asked if we would provide cataloging services for their libraries.
- This is a newer process for us.
- RAILS looking to improve experience in LLSAPs.
- SHARE Staff would do cataloging – not sure what the volume would be if we take on this process.
- First year would be a trial period.
- This is a Positive Opportunity for Heartland.
- Questions: Will it slow down SHARE cataloging, it is not expected to slow down cataloging. SHARE is priority. Cataloging for RAILS would be secondary.
- And budget presentations:



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- Everyone is working on budgeting and planning. More of a challenge this year due to the additional requests from the state library. We are to provide five (5) possible budget reduction scenarios to provide to ISL.
- We will provide the board with first two scenarios, able to provide flat funding plus plan of service by March 31<sup>st</sup>. We plan to provide Flat funding and the 5, 10, 15 percent scenarios. We would like feedback from you on the first few proposals. We tend to utilize 90% of the allocation normally so in the 5 to 10 scenarios you will not see much of a change. Over 10% it is a game changer.
  - a. State library is asking for additional documentation. The State Library gives more guidance this year. ISL forces us to look at goals to see if they are measurable.
  - b. Question or comments–
    - a. Questions – Are we target for receiving funds this year?
      - i. Yes in Jan received 54% of funding for entire year but have not heard anything additional at this point.
      - ii. We received just over half which is not heard of. No way of knowing at this point if additional funds are on the way.

**Staff High Five:** Leslie Bednar – Met with all staff meeting yesterday by VTEL. The goal is to keep staff informed as we move forward with this process.

## Agenda Building –

1. Leslie has the beginning of the March agenda.
  2. James Matthews will have an Executive Committee meeting
  3. Policy & Membership Committee – did not meet
  4. Finance – will meet Mar 30<sup>th</sup>. May not have a report so close to board meeting.
  5. Karen will have a written report. Facilities move to consent agenda
  6. Personnel will have a written report – move to consent agenda
  7. Unfinished Business – letter received from state library
  8. New Business – will have budget amendment
  9. Will you add New Business or other topics – NO
  10. Leslie Bednar we don't anticipate in March that we will have information with regards to health insurance. Surveys have gone out to staff to help in the process. Will have some type of insurance information in April. We will have estimates.
- Topics for the All Systems Board meeting on May 12<sup>th</sup>
    1. Funding status per Valerie Green
    2. Leslie Bednar – we will have until the end of this week to provide questions.
    3. Leslie Bednar - Question – All systems meeting...Is there anything that RAILS did that you would like to know more about, or anything we need to let the state know about?
      - a. Jim Matthews – SHARE the potential for the arrangement with the group in Missouri. This is an interesting development. Will test the delivery process – potential MOBIUS partnership.
    4. Anticipated adding 40 new members but already at 61 under the Dream Grant. officially at the end of first year



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**Public Comment** – none

**Announcements** –

- Was there a report from the auditors? Yes, and final copies mailed to board members in February.

**Motion to close the meeting:**

Karen Bounds motioned to close, Valerie Green 2<sup>nd</sup> , Motion carried

Meeting Adjourned: 5:15 pm

DRAFT