

Illinois Heartland Library System
Executive Committee Meeting
November 18, 2013

Linda McDonnell called the meeting to order at 4:41 p.m.

Roll Call.

Present: Linda McDonnell, President
Betsy Mahoney, Vice President
Susan Mendelsohn, Treasurer
Karen Bounds, At-Large
Leslie Bednar
Peggy Durst
Absent, excused: Jim Matthews, Secretary

Public Comment.

None.

Minutes.

Betsy Mahoney moved that the minutes be approved. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Long Range Planning Committee

Linda McDonnell asked for goal suggestions for the Long Range Planning Committee. Susan Mendelsohn suggested that Board committees be asked for input for the Long Range Plan, in addition to Leslie and Department Heads. Other suggestions included facilities needs for the future, marketing to new members, ways to increase membership and services.

Committee Member Adjustments

George Trammell has agreed to chair the Long Range Planning Committee and will no longer serve on the Finance Committee. Members of the former Membership Committee will be asked to serve on the new Long Range Plan Committee.

Susan Tulis will move to the Facilities Committee, and Nancy Huntley will serve on Finance and Facilities.

Karen Bounds joined the meeting at 5 p.m.

December Board Meeting

Linda McDonnell announced that there are no meetings planned for December (committees and Board).

Edwardsville Property Closing

The sale of the Edwardsville Property is complete. Linda McDonnell suggested that the proceeds from this sale be used to reduce the IHLS unfunded IMRF liability and thus reduce the IMRF rate to approximately 18.65%, netting a proposed savings of approximately \$55,000/year.

Updated Organization Chart

Leslie Bednar reviewed the revised Organization Chart, which outlines how duties will change with the resignation of Juliette Douglas.

Updated Job Descriptions

Human Resources and Operations will be separated into two separate positions: Human Resources Coordinator (a support position which will be part of the Business Department) and Operations Director. Salary information will be added for inclusion in the Board packet.

Nominating Committee

Linda McDonnell discussed possible members of the Nominating Committee.

Staff Evaluation Process

Documents for staff evaluation were distributed to the committee. The forms have been reviewed by the Personnel Committee and will be presented to the Board this month.

Executive Director Job Description, Contract and Evaluation

Leslie was asked for any suggested changes to the documents. It is hoped the documents can be approved at the Board meeting next week.

Personnel

Betsy Mahoney moved the meeting go into closed session to discuss personnel issues pursuant to Section 5 ILCS 120 § 2(c)(1). Susan Mendelsohn seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 6:05 p.m.

The meeting returned to open session at 6:22 p.m.

SHARE Update

None.

Operations Update.

Champaign delivery is fully staffed at this time. Hub to hub delivery between DuQuoin and Edwardsville will begin soon. Champaign cannot be included until a larger vehicle is purchased.

IHLS staff continue to attend statewide delivery committee meetings. Illinois State Library will issue an RFP for delivery again next year. Community drop offs may become mandatory.

Facilities Update.

Permanent signage will be installed at the Edwardsville location. Champaign is getting bids on new signage as well.

A list of surplus property from the Champaign office will be included in the Board materials.

Keypad entry is in process for all three buildings.

Grants Update.

No report.

Review Board Agenda.

The Committee reviewed the Board agenda.

Public Comments.

None.

Announcements.

None.

Adjourn.

Betsy Mahoney moved that the meeting adjourn. Karen Bounds seconded the motion. The meeting adjourned at 6:39 p.m.