

## Minutes of the Illinois Heartland Library System Board April 28, 2015

### Call to Order

Chair James Matthews called the meeting to order at 5:00 p.m.

### Roll Call

#### **Board Members**

Jim Matthews

#### **Attending –**

Jim Fenton

#### **Main Location**

Karen Bounds

#### **Effingham:**

Susan Justice

Lynda Clemmons

#### **Board Members**

Sarah Isaacs-CH

#### **Attending by V-**

Valerie Green-Decatur

#### **tel:**

Sandy West-DQ

Leander Spearman-ED

Susan Mendelsohn-ED

Nancy Huntley-ISL

Rachel Fuller-ISL

George Trammel-Marion

Gary Denué-ED

#### **Board Members**

None

#### **Attending by**

#### **Phone:**

#### **Board Members**

Jacob Roskovensky - Excused

#### **Absent/Excused:**

#### **Others Present:**

**Champaign:** Hillary Greer

**Du Quoin:** Troy Brown, Traci Edwards

**Edwardsville:** Chris Dawdy, Adrienne Elam, Linda McDonnell

**Effingham:** Leslie Bednar, Kimberly Townsend, Kathy Jackson, Faith Jones,

Susan Palmer, Ellen Popit

**Illinois State Library:** Annie Craig, Cyndy Colletti, Karen Egan, Jeanne Urbanek

### Consent Agenda

Motion to accept without April 20 minutes by George Trammel, seconded by Sandy West. Motion passed unanimously by roll call vote.

### Approval of April Minutes

Correction requested by Karen Bounds to April 20 minutes. Vote to remove minutes from the consent agenda for correction. George Trammel motioned, seconded by Karen Bounds. Motion passed unanimously by roll call vote.

Motion by Jim Fenton, seconded by Karen Bounds to correct the agenda error (Karen's attendance location was incorrect). Motion passed unanimously by roll call vote.

**Approval of Bills March 2015:**

Discussed at Finance committee meeting per Nancy Huntley. Sarah Justice motioned to approve, Jim Fenton seconded.

**Financial Report**

Adrienne Elam provided a Cash Flow Analysis ending 3/31/2015. She explained that it shows our cash position and decisions for FY2015, showing both the beginning and ending cash picture. Karen Bounds motioned to accept report, Susan Justice seconded. Motion passed unanimously by roll call vote.

**FOIA:**

No update

**Public Comment**

None

**Communications**

Leslie suggested the article In Praise of Libraries (The Rotarian, March, 2015).

**Staff Report**

One new employee. We are pending retirement of Faith Jones in Du Quoin. Karen Bounds moved to approve the staff report, Lynda Clemmons seconded. Motion passed unanimously by roll call vote.

**Personnel:**

Former employee settlement agreement still in discussion.

**ISL Report**

- Anne provided information on the May 12<sup>th</sup> 3<sup>rd</sup> Annual All Board Meeting. She encouraged all to attend.
- There will be a Small Public Library Management Institute (SPLMI) session 5/31/2015
- 2<sup>nd</sup> ILEAD USA in June
- Planning grant session for Autism spectrum will convene in September
- Certification process more successful every year
- Completing application Digital Public Library of America (DPLA) site
- Have received 29 applications for Project Next Generation
- No budget news available

**Committee Reports:**

**Long Range Planning:**

No meeting – No report

**Personnel Committee Report:**

- Director evaluation – in process
- Will receive information by 5/8/2015 from director
- There will be a letter from the committee that will go out asking for feedback
- Leslie self-evaluation, Plan of Service, and budget will be included for reference
- Last year's recommendations will be considered

**Unfinished Business**

**Plan of Service:**

- Jim Fenton motioned to approve, Sandy West seconded. Motion was passed by unanimous roll call vote.
- Leslie referenced the summary form that was provided. It is a snap shot of what we are doing at IHLS. Broader view of the year.

**FY2016 Budget:**

- Karen Bounds motioned to approve, Susan Justice seconded. Motion was passed by roll call vote.
- Goal is to operate very lean to maintain as many services as possible.
- Budgeted using flat funding.
- Plan to bring forward FY15 operating surplus
- Will review again FY16 if we receive firm cuts, and will plan to operate as lean as possible.
- Allowing the Long Range Planning process to pan out in order to make the best decisions going forward.

**New Business:**

• **Closed Meeting Minutes:**

Jim Matthews volunteered to review closed session minutes through July 2012. Remaining 10 closed sessions left which will be reviewed in May. Recommend we keep the following minutes closed: 3/29/2011 and 9/24/2013. Recommend that all other minutes be opened. Jim Fenton suggest we take no action at this time. Suggest we take off the table for future discussion. All agreed.

• **Membership Considerations:**

- Annual task, Ellen explained the process. Three members do not meet criteria. We are submitting notification to the Illinois State Library. Suspended libraries have sixty days to take action.
- Application for membership for the Decatur Correctional Center's law library is also included.
- Motioned by Karen Bounds to approve suspensions, Valerie Green seconded. Motion unanimously passed by roll call vote.

• **Required Citations:**

- Area Per Capita Grant includes a new section in FY16 with regards to board members and citation requirements.

- It is requested that board members present this information, and staff will also present an overview of Illinois Library Systems Act. Board will work in teams to present the information and will volunteer at the May meeting.
- Sandy West motioned to approve the process, Lynda Clemmons seconded. Motion approved unanimously by roll call vote.
- **Appoint Nancy Huntley as Chair to the Long Range Planning Committee.** –
  - George Trammel – is a member of the Illinois State Library Advisory Committee, and needs to relinquish his seat as Chair on the LRP committee.
  - Nancy Huntley is endorsed as Chair until July 2015.
  - Karen Bounds motioned to approve, Susan Justice seconded. Approved unanimously by roll call vote.
- **Recognition of Faith Jones, Retiring Staff Member:**
  - Faith Jones is retiring from our Du Quoin location. Leslie Bednar presented her with a certificate for her many years of service.
- **Recognition of Susan Mendelsohn, Retiring Board Member:**
  - Susan Mendelsohn is retiring from the IHLS board. Jim Matthews presented Susan with a certificate of appreciation for her years of service on the board.

**Public Comment:**

None

**Announcement:**

- Suggest that members attend the May 12<sup>th</sup> board meeting at the Illinois State Library.

**Adjournment:**

Motioned to adjourn the meeting by Karen Bounds, seconded by Sandra West. Motion passed by unanimous roll call vote. The meeting adjourned at 6:19 p.m.