



# Illinois Heartland Library System

Attachment A

**Minutes of the Illinois Heartland Library System Board  
December 3, 2013  
Illinois Heartland Library System, Edwardsville Office**

**Call to Order**

President Linda McDonnell called the meeting to order at 6:01 p.m.

**Roll Call**

**Board Members Attending:** James Fenton, Nancy Huntley, Libby Letterly, Betsy Mahoney, Linda McDonnell, Susan Mendelsohn, George Trammell.

**Board Members Attending by V-tel:** Lynda Clemmons, James Matthews, Jacob Roskovensky, Susan Tulis, Nina Wunderlich

**Board Members Attending by Phone:** None

**Board Members Excused:** Karen Bounds, Valerie Green, Erin Steinsultz

**Board Members Absent:** None

**Others Present:**  
**Champaign:** Beverly Obert, Donna Schaal  
**DuQuoin:** Troy Brown, Traci Edwards  
**Edwardsville:** Leslie Bednar, Anne Craig, Juliette Douglas, Karen Egan, Peggy Durst  
**Illinois State Library:** Pat Norris,

**Oath of Office**

Linda McDonnell administered the oath of office to Nancy Huntley.

**Approval of Minutes**

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

## **Financial Report**

### ***Payment of Bills:***

Susan Mendelsohn stated that the Finance Committee reviewed the bill list and had questions on the following payments:

Check #	Payee	Description	Amount	
53346	Bruckner Masonry	Tuck point and caulking – Decatur	\$3,452.00	This work was part of the sale agreement for the Decatur property.
53363	Facility Mgt Services	New Location Alteration	\$12,435.50	Cost to remove cubicles and work stations in Decatur and reconfigure in DuQuoin and Champaign
53383	Martin, Hood Friese & Associates	Audit	\$20,305.43	This included the federal audit, which was not anticipated. Total audit cost was \$22,500. Budgeted amount was \$21,000.
53395	Sandberg, Phoenix, & Von Gontard	Legal – Real Estate	\$14,478.09	Legal fees for sale of Edwardsville property
53406	Universal Moving Solutions	Moving Service	\$7,415.00	Cost to move Carterville office to DuQuoin

The committee also questioned the cost of airline tickets and requested that the Policy Committee review the Employee Code concerning travel costs.

Susan Mendelsohn moved that the bills be approved as submitted. George Trammell seconded the motion. The motion passed by roll call vote. Yes: Clemmons, Fenton, Huntley, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Trammell, Tulis, Wunderlich. No: Roskovensky.

### ***Financial Statement***

Susan Mendelsohn stated that financial statements were received for all funds except the General Fund. That will be distributed later in the week.

George Trammell moved that the Board approve the financial statements, excluding the General Fund. Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

### **Public Comment**

None.

### **Communications**

Linda McDonnell thanked Board members for attending on the rescheduled date.

### **Staff Report**

#### ***Staffing Activities:***

The report was included in the Board materials.

***Staff Update:***

Betsy Mahoney moved that the new hires listed in the staff update be approved. Susan Mendelsohn seconded the motion. The motion passed unanimously by roll call vote.

***Personnel:***

No discussion needed this month.

***Secondary Employment:***

Libby Letterly moved that the Board go into closed session in accordance with Section 5 ILCS 120 § 2(c)(1). George Trammell seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 6:22 p.m.

The Board returned to open session at 6:27 p.m.

George Trammell moved that the Board accept the Executive Director's recommendation regarding secondary employment. The motion passed unanimously by voice vote.

**ISL Report**

Anne Craig reported the following:

- The Statewide Day of Application for 2014 ILEADU is December 4, 2013.
- The Second Annual Library Certification Process will be held from January 2, 2014 – March 31, 2014.
- A summary of Secretary of State/Illinois State Library Grant appropriations for FY14 was included in the report distributed to the Board.
- A list of Public Library Construction Act Grant Recipients was received.
- The Illinois State Library has completed its Capital Needs Assessment, required biennially by the General Assembly.
- SPLMI (Small Public Library Management Institute) will be held June 1-6, 2014 at UIS.
- Transition to a new model for Illinois State Library's Talking Books & Braille Service has gone well.
- Illinois State Library is applying for \$100,000 IMLS National Leadership Forum Grant to develop a plan for librarians to better address the library needs of those affected by Autism Spectrum Disorder.
- The Delivery Advisory Committee continues to meet with a goal of establishing consistent service statewide. One topic of interest is the Community Concept of Delivery.
- The ILLINET Interlibrary Loan Code Revision Committee continues to meet. Discussions have included the possibility of a common loan period statewide for interlibrary loan.
- In order to receive LSTA money, the Illinois State Library must provide proof of maintenance of effort in those categories or areas that are priorities for LSTA funds. Due to budget cuts in previous years, the ISL has received a waiver for maintenance of effort for the two previous years. This year, that waiver was denied by IMLS. An appeal has been filed. If the waiver is denied there will be a loss of \$400,000 - \$500,000 in federal funds.

**SHARE Report**

The report of the SHARE Executive Council was included in the Board packet.

Leslie Bednar gave a PowerPoint presentation on the added benefits of the system wide automation plan. She has been asked to present at the Alberta Library Conference in Alberta, CA in May.

#### **Operations Report**

The report was included in the packet. Juliette Douglas pointed out the reference to RAILS' electronic communication database – a ticketing system which will enable member libraries to ask delivery questions, report information, submit a request, etc. which will create a work “ticket” that will be sent to staff for an appropriate response. IHLS is working with RAILS to use the same database.

#### **Grants Report**

No Report.

#### **Membership Report**

No Report.

#### **IT Report**

No report.

#### **Committee Reports**

##### ***Executive Committee:***

The Executive Committee met on November 18. Discussion included membership for the ad hoc Long Range Plan Committee, completion of the sale of the Edwardsville lots, the Executive Director's job description, contract and evaluation, and surplus property from the Champaign office.

##### ***Policy Committee:***

The Policy Committee did not meet.

##### ***Personnel Committee:***

The Personnel Committee has been working on the Executive Director's job description, and salary.

##### ***Finance Committee:***

The committee discussed the change in calculation of SHARE fees. The SHARE Finance Committee met with Leslie Bednar, Rose Mary Barczewski and SHARE staff to discuss changes in SHARE fees. Libby Letterly has agreed to represent the IHLS Board in these meetings.

The projected increase in revenue from new SHARE libraries is approximately \$23,000 for 27 libraries.

The committee also discussed the need for a disaster recovery plan, which was mentioned in the audit. IHLS staff will begin working on that in the new year.

The committee reviewed new position descriptions which were created as a result of the resignation of Juliette Douglas.

Susan Mendelsohn moved that the Board approve adding Linda Petty and Chris Dawdy as signatories for the checking accounts. Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

***Facilities Committee:***

The committee discussed the status of surplus property in DuQuoin and Champaign. There was not a great response to the DuQuoin surplus. It has now been offered to schools and non-profits. Any metal items not taken will be sold as scrap. A list of surplus property at the Champaign office will be presented for approval later in the meeting.

The closing of the sale of the Edwardsville property has been completed.

Routine maintenance and repairs include:

- Installation of an intercom & security system in the Edwardsville office.
- DuQuoin needs floor and roof repair, as well as repair of downspouts and replacement of locks. Those will be paid for by the landlord of the DuQuoin property.
- A security system similar to the one in Edwardsville will be installed in DuQuoin, which will be paid for by IHLS.
- The Champaign office needs repair of pot holes in the parking lot, and the installation of an all-weather delivery door, awning and ramp. There is also need to repair a hole from the removal of an exhaust fan. Two HVAC systems are 20 years old.

IHLS staff will begin work on two strategic plans—a 5-year fleet replacement plan and a preventative maintenance plan for the fleet.

The committee also discussed asking the Illinois State Library if a third facility should be purchased rather than rented.

**Unfinished Business**

***Real Estate Update:***

The closing for the sale of the two lots in Edwardsville has been completed.

***Executive Director:***

Betsy Mahoney moved that the Board go into closed session pursuant to Section 5 ILCS 120 §2(c)(1). Libby Letterly seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 7:36 p.m.

The Board returned to open session at 7:48 p.m.

Jacob Roskovensky stated that the Personnel Committee moved that Leslie Bednar receive a 2.5% salary increase retroactive to July 1, 2013. Betsy Mahoney seconded the motion. The motion passed by roll call vote. Yes: Clemmons, Fenton, Letterly, Huntley, Mahoney, Matthews, McDonnell, Trammell and Tulis. No: Roskovensky, Wunderlich. Abstain: Mendelsohn.

### **New Business**

#### ***Long Range Plan Committee:***

Linda McDonnell proposed the following members the Ad Hoc Long Range Planning Committee: George Trammell, Chair (Marion Carnegie Library), James Fenton (Carlinville Public Library), Nancy Huntley (Lincoln Library, Springfield), Erin Steinsultz (Benton Public Library District), Nina Wunderlich (Taylorville Public Library).

Libby Letterly moved that the Board approve the proposed membership of the Ad Hoc Long Range Plan Committee. Betsy Mahoney seconded the motion. The motion passed by voice vote with one Abstention and one No vote.

#### ***Committee Member Adjustments:***

Nancy Huntley will serve on the Finance Committee and Long Range Planning Committee. Susan Tulis will serve on Facilities Committee.

#### ***December Board Meeting:***

There will be no regular meeting in December.

#### ***Updated Organization Chart:***

Leslie Bednar reviewed changes in the Organization Chart.

#### ***Job Descriptions:***

Job descriptions for two new positions, Human Resources Coordinator and Operations Director were included in the Board packet.

#### ***Surplus List***

George Trammell moved that the Board approve the Surplus Property List for the Champaign office. Libby Letterly seconded the motion. The motion passed unanimously by roll call vote.

#### ***IMRF Resolution:***

The IMRF Resolution is needed in order that certain compensation is covered by Section 125 – using pretax dollars for calculations. This is already in place, but needs to be approved periodically. George Trammell moved that the Board approve Resoluiton #2013-02. James Fenton seconded the motion. The motion passed unanimously by roll call vote.

#### ***Nominating Committee:***

Linda McDonnell asked the Board to approve the following member librarians who have agreed to serve on the Nominating Committee: Kim Keller (Bryan-Bennett Library, Salem), Julia Welzen (Argenta-Oreana Public Library District), Mary Ann Pohl (Abraham Lincoln Presidential Library, Springfield), Debra Sherrick (Casey-Westfield Community Unit School District), Elaine Steingrubey (Morrison-Talbot Library, Waterloo).

George Trammell moved that the Board approve the proposed membership of the Nominating Committee. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

***Staff Evaluation Process:***

Leslie Bednar reviewed the evaluation process as presented in the Board packet.

**Public Comment**

None.

**Announcements**

Linda McDonnell thanked Juliette Douglas for her service

**Adjournment**

George Trammell moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

The meeting adjourned at 8:37 p.m.

DRAFT