



**Minutes of the Illinois Heartland Library System Board
January 28, 2014
Illinois Heartland Library System, Edwardsville Office**

Call to Order

President Linda McDonnell called the meeting to order at 6:03 p.m.

Roll Call

Board Members Attending: Karen Bounds, James Fenton, Valerie Green, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, George Trammell, Nina Wunderlich

Board Members Attending by V-tel: Lynda Clemmons, Nancy Huntley, Libby Letterly, James Matthews

Board Members Attending by Phone: None

Board Members Excused: Betsy Mahoney, Erin Steinsultz, Susan Tulis

Board Members Absent: None

Others Present:
Champaign: Janet Cler, Michelle Ralston
DuQuoin: Traci Edwards, Ellen Popit
Edwardsville: Chris Dawdy
Effingham: Rose Mary Barczewski, Leslie Bednar, Troy Brown, Gwen Harrison, Kathy Jackson, Susan Palmer, Kyle Peeples, Lawren Tucker, Brant Wingerter, Lesley Zavediuk, and Peggy Durst
Illinois State Library: Cyndi Colletti, Anne Craig

Approval of Minutes

George Trammell moved that the minutes of the December be approved. Jacob Roskovensky 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	
10019	Applianz Technology, Inc.	Cougar Mountain Hosting	\$1,247.50	We need to continue the contract through January 31 in order to have access to data for employee W2 forms.
10082	Xerox Corporation	Copier Rental & Copying Fees	\$1,638.43	The Finance Committee asked Leslie to ask the IHLS attorney for a recommendation.
10111	George Alarm	Burglar Alarm Service-Video Alarm System for Edwardsville	\$3,048.10	A similar system will be installed in Champaign and DuQuoin. Monthly cost for each building will be approximately \$113.

The committee also reviewed the credit card summaries for November and December and suggested that better prices might be obtained if one staff person were appointed to coordinate all travel purchases.

Susan Mendelsohn moved that the bills for November totaling \$541,234.21 and December totaling \$437,408.16 be approved as submitted. Karen Bounds seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Green, Huntley, Letterly, Matthews, McDonnell, Mendelsohn, Trammell, Wunderlich. No: Roskovensky.

Financial Statement

Rose Mary Barczewski reviewed the December 31, 2013 financial statements. There is \$278,000 in outstanding SHARE credits and those libraries were advised that if those credits are not used this year, they will be lost. There was an omission on the SHARE income statement and a corrected sheet will be emailed to Board members.

Public Comment

None.

Communications

Bunker Hill Public Library will have a grand opening of their new building on February 8.

Staff Report

Staffing Activities:

Leslie Bednar introduced two new staff members: Kathy Jackson, Human Resources Director and Susan Palmer, Operations Director. The report was included in the Board materials.

Staff Update:

A revised Organization Chart was included in the Board documents. The change to the chart is that the Human Resources Director reports directly to the Executive Director. Leslie Bednar reviewed the Staff Update and explained changes in job responsibilities and pay increases and how those increases are funded.

Jim Fenton moved that the Board approve the Staff Update. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Personnel:

No discussion needed this month.

ISL Report

Anne Craig reported that the Illinois State Library received a favorable response to their request for a waiver from IMSA, so that the ISL's federal allotment will not be cut.

- A contact list for ISL staff was included in the Board materials.
- Kyle Peebles is the new Communications Manager at the Illinois State Library.
- The SUSI certification is in process again this year.
- 197 applications have been received for the Back to Books grant. Awards will be announced in February.
- ISL staff are reviewing Public Library Per Capita Grant applications.
- The deadline for Live & Learn grants is January 10, 2014 Awards will be announced in February.
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- Although no money is currently available for FY15 construction grants, the ISL is required by statute to receive applications. No action will be taken on those applications unless funding is received.
- The process for an RFP for OCLC group services has begun. The current agreement ends on June 30, 2015.
- ILeadU planning is in process. Mentors and instructors will be announced January 31 and teams will be announced the following week. A grant may be available to take this CE opportunity to other states.
- SPLMI will be held June 1- June 6.
- On the Frontlines Conference is scheduled for August 4-6.
- Plans are in process for another all-systems Board meeting. Possible dates are April or May 13.

SHARE Report

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

Traci Edwards reported that the semi-annual membership meeting will be held in Effingham on February 4. Electronic voting on several issues including Cataloging Best Practices, Problem Resolution for Bib Services, and a Governing Document.

Training and cataloging staff continue to offer many training opportunities for SHARE members.

The first Polaris upgrade was completed successfully. Troy Brown created a helpful video what helped members complete their upgrade.

Three new libraries are now circulating in SHARE: Frank Bertetti Benld Public Library, Palestine Public Library District, Southwestern Shipman Elementary.

Operations Report

Although there have been several closings due to weather and a holiday, delivery is now caught up.

Grants Report

Lesley Zavediuk gave a presentation on eRead Illinois. 122 libraries are participating: 105 public, 12 school, 3 academic, and 2 special libraries. Over 3000 titles were checked out in January. The grant included the purchase of several hand-held devices to use in training. The program currently has 3,900 titles.

Membership Report

Ellen Popit reported that Sanford Brown College in Collinsville will close their library on January 31.

Morthland College has applied for system membership and meets membership requirements.

The certification process is going very well. 369 libraries (about half) have completed their certification.

IT Report

The report was included in the Board materials.

Committee Reports

Executive Committee:

The Executive Committee met on January 20. November 18. Discussion included:

- Operations Director and Human Resources Director have been hired.
- The staff evaluation process should be completed in 6-8 weeks.
- Long Range Plan and Board retreat.
- Polaris update
- Return to regular delivery schedules after bad weather closings
- Replacement of Edwardsville HVAC units
- A Trustees Forum on February 22
- Legislative Breakfast on February 21.

Policy Committee:

The Policy Committee did not meet.

Personnel Committee:

The Personnel Committee has been working on the Executive Director's job description, contract and evaluation forms. These documents were included in the Board packet. The job description and evaluation form are presented to the Board for a first look. Comments or suggested changes should be sent to the Personnel Committee chair or committee members.

Karen Bounds stated that the committee sent the contract to an attorney at the Lowenbaum law office for review. Comments were received too late for the committee to review prior to the Board meeting. The committee plans to review the contract draft at their next meeting and present to the Board for a first look at the February Board meeting.

Finance Committee:

The committee met on January 15 and discussed the committee's desire for a balanced budget. It is hoped to have a first draft as soon as possible. The committee also asked staff to attempt to obtain information on health insurance costs as soon as they can in order to make budget decisions.

Facilities Committee:

The committee met on January 15.

- DuQuoin has a lot of surplus materials that still needs to be discarded.
- Champaign staff is working on a list of work needed in the building.
- Four HVAC units in Edwardsville were replaced.
- Champaign will also need a new HVAC unit soon.
- Edwardsville and DuQuoin have new signs.
- The building in DuQuoin has a faulty hookup to the sewer.
- Additional parking in Edwardsville is being discussed.

Long Range Plan Committee:

The committee has met twice. They reviewed the budget. There is \$10,000 for FY14 for consulting services to aid in the creation of a long range plan. The committee discussed the need for a one day Board retreat to be sure that the Board is working well together prior to the start of the planning process.

Unfinished Business

Nominating Committee: The Nominating Committee met and has begun work on the process of obtaining nominations for open Board positions.

New Business

Membership Recommendation:

Valerie Green moved that the Board approve the application of Morthland College for System membership. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Proposed IMRF Payment:

Leslie Bednar advised the Board that they received background information on the intention of the former Lewis & Clark Library System Board to use the income from the sale of the Edwardsville lots to pay down IMRF unfunded liability and reduce the annual IMRF payment rate.

Rose Mary Barczewski stated that if the funds are used to pay down the unfunded liability, it may be wise to invest the money now and wait until December 2014 to do so.

Susan Mendelsohn moved that the Board delay a decision on what to do with the funds received from the sale of the Edwardsville and Decatur property until April and in the interim put the funds in a money market account at US Bank. Linda McDonnell seconded the motion. The motion passed unanimously by roll call vote.

Board Retreat:

Board members received proposals for presenters for a Board retreat.

George Trammell moved that the Board hold a Board retreat and hire Pat Wagner to facilitate the retreat at a cost of \$1,500 plus travel expenses to be held on a Saturday in February or March at the Edwardsville IHLs office. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Board members will receive a Doodle poll to determine the best date for the retreat.

Public Comment

None.

Announcements

A Trustee Forum will be held on February 22.

Valerie Green thanked Board members for messages of condolence after the death of her brother. Congratulations to Erin Steinsultz on the birth of her baby boy.

Adjournment

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

The meeting adjourned at 8:52 p.m.