



# Illinois Heartland Library System

## FACILITIES & OPERATIONS COMMITTEE MINUTES

April 11, 2016, 4:00 p.m.

(via phone and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 2132471

Office location: 6725 Goshen Road, Edwardsville, IL 62025

**Members:** Sarah Isaacs, Chair  
Geoffrey Bant  
Gary Denué  
James Fenton  
Charlene Topel

### AGENDA

1. Call to Order
2. Roll Call
  - a. Present: Geoffrey Bant, Gary Denué, James Fenton
    - i. Sarah Isaacs joined at 4:08
  - b. Absent: Charlene Topel
3. Public Comment
  - a. None
4. Approval of March 21, 2016 Minutes (**Attachment A**)
  - a. Motioned by James Fenton and seconded by Gary Denué to approve minutes. Motion passed.
5. Unfinished Business
  - a. Southern Facility – Du Quoin
    - i. IHLS lawyer, Kurt Schroeder, has sent the landlord, Mark Gilula, a second request for information.
  - b. Central Facility – Edwardsville
    - i. iPad training for the drivers will be in the first part of May. Then all facilities have been trained and are using them to collect statistics.
  - c. Northern Facility – Champaign
    - i. Drivers are working with the iPads. The assistant

manager position was eliminated. Kathleen McGonigle was laid off.

d. SIUE LASA Mapping Project

- i. Scheduling in person meeting with LASA and the delivery managers for early May. Managers will be trained on the software piece so we will be able to quickly and efficiently re-route when needed. Geoffrey Bant asked about this being documented and shared with others. A formal document of how to use the software will be created. The final report will be shared with the board at their May meeting.

e. ILDS contract with RAILS/CARLI

- i. RAILS has received the contract from CARLI. Their lawyer is writing up a contract for IHLS.
- ii. Weekly meetings are being held with RAILS, CARLI and IHLS to work on details for the ILDS implementation

6. New Business

- a. Surplus items have not been released yet as no answer yet as to when the new vehicles for ILDS will be available.

7. Public

Comment

- a. none

8. Member Comments

- a. none

9. Adjournment

- a. Motioned made by Gary and seconded by Sarah for adjournment at 4:29. Motion passed.

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