



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING

Tuesday, August 11, 2015, 4:00 p.m.

(via phone, Adobe Connect, and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 3892694

Adobe Connect Link: <http://webjunctionillinois.adobeconnect.com/executive/>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Members: Leander Spearman, President
Sarah Isaacs, Vice President
Susan Justice, Secretary
Sandy West, Treasurer

Others present: Leslie Bednar

AGENDA

Call to Order: Leander Spearman called the meeting to order 4:03 pm.

Roll Call: all were in attendance

Public Comment: None

Approval of June 17th Minutes: Approved, passed by roll call vote.

SHARE/Dream Grant Update

All transitional members' profiling is done, and SHARE Circulation and Resource Sharing staff are working on scheduling final circulation training and Go Live days for 12 of the transitional members that will be going live when school starts.

SHARE member fee invoices were mailed last week. Cataloging fees have not yet been sent, and we will have all of the data needed to send those in September.

Working with Ellen to plan the second annual IHLS Member Day, which will be held on Friday, October 9, at St. Anthony's Elementary School in Effingham.

SHARE Committees are working on scheduling regular meeting times.

The Fee and Finance Policy Committee recommended establishing a standing committee for eResources. The Executive Council approved, and will be scheduling a



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meeting of the membership to discuss adding the committee, and then a membership vote will take place electronically.

Administrative Updates

Operations:

- Visited 2 libraries, and rode route with our one full time driver, Jerry Mortenson.
- Conference call with ISL and RAILS to address the Community Delivery Partnerships.

IT:

- Ellen Popit and Troy Brown have been participating in a small working group that includes RAILS, ISL, and IHLS for the purpose of using the information and data that the IDOR has on taxing districts to give us up-to-date information on public and school library boundaries. The map allows multiple overlays to be chosen so the user can see where boundaries overlap or where potential new service areas may exist. This initial phase has been to find large errors in the data. The IHLS area is pretty accurate based on our spot tests. The next phase will be to have 10 libraries from IHLS log in and start using the map.
- Working to restructure the IHLS web site and make it more mobile friendly as well as cleaning up a lot of the pages.

Facilities:

- Champaign: roof has temporary fix.
- Du Quoin: one air quality test came back with no concerns. We are working on a solution to move the machines in IMSA to a temporary location until the roof is fixed in 3 weeks.
- Edwardsville: parking lot striping is to begin this weekend.

Grants / Membership:

- Nine site visits scheduled during the next two weeks. All are new public library directors with the exception of the new director at the Madison County Law Library. Have tried to be sensitive to the thread within the exchange regarding libraries needing to be kept abreast of legal matters, so I've added a copy of Phil's "Days and Dates" to the packet as well as a "Save the Date" type of handout for significant upcoming events (Member Day, Per Cap deadline, etc.)
- Working on a Mailing to Regional Superintendents asking them to spread the word about SHARE, Member Day and the very early deadline for School Per Capita Grants. We cover school districts in seventeen regional offices.
- After participating in the August 3rd V-tell regarding member library responsibilities, I



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believe there will be lots of directed opportunities for member engagement. Calls have already been scheduled to discuss completion of the Edge Assessment (A little over half of IHLS libraries have completed this) and provision of training to non-member prison libraries. Additionally ISL has asked that we make site visits to nine libraries that have answered certification questions inconsistently and a conference call is scheduled for later this month to discuss how ILL compliance will be interpreted in the upcoming certification.

Staffing

- Verifying/updating 7/1 health changes (billing vs. payroll deduction)
- Health savings accounts began 8/1, (employees' received their medical debit cards, first payroll deduction this check)
- Scheduled 17 staff for Communication Skills for Women workshop
- Scheduled 30 staff for personality (COLORS) workshop via the university. Edwardsville 8/28, CH/DQ dates TBD but real soon; seeking a facilitator.
- Attended ILA Orientation, (Cultural Awareness of Racial Diversity- committee member)
- Attended BCALA, Black Caucus of American Library Association (National Conference of African American Librarians)
- Drafting accounting clerk job description for finance position, eta 8/12, CFO will have to customize for department need. Upon receipt HR will recruit.

Opening Meetings Act: None

Committee Updates

- a. Membership and Policy
- b. Finance
- c. Personnel
- d. Facilities and Operations
- e. Long Range Planning – will be considered at tomorrow's meeting.
- f. Nominating – will meet August 17 to consider recommendation for open school library position

Unfinished Business

RAILS Membership Standards Process – attended/spoke at last RAILS membership meeting regarding IHLS current position.

New Business:

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216



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- a. Open School Library Representative Seat
- b. Committee Appointments
- c. Member At Large – Tina Hubert
- d. Audit Update

The Finance Team's main focus for the month of July 2015 was to prepare FY2015 Audit Request for Proposal and interview participants. The Audit RFP Interview Team (Finance Team and selected IHLS Employees) determined the recommended candidate for IHLS' FY2015 Audit. At the July 2015 Board Meeting, the recommended candidate was presented to board and approved by the board.

A release of data letter was mailed to our prior auditors requesting all requested data be provided to our new auditors. The Finance Team has begun some preliminary review and preparation for FY2015 Audit. A tentative FY2015 Audit Fieldwork has been scheduled for the week of August 31, 2015.

- e. IHLS FY2016 Area and Capita Application.
- f. FY2015 Annual Report
- g. Recommendations for Closed Meeting Minutes (Attachment C)

November Board Meeting: Susan Justice – question regarding board meeting date.

Review August Board Agenda:

Public Comment: None

Announcements: None

Adjournment: Motion to adjourn approved. Motion carried, passed by unanimous roll call vote. Meeting adjourned @ 5:02.

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