

**Minutes of the Illinois Heartland Library System Board
June 25, 2013
Illinois Heartland Library System, Decatur, IL**

Call to Order

Karen Bounds called the meeting to order at 6:00 p.m.

Roll Call

***Board Members
Attending:***

Karen Bounds, Janet Hasten, Libby Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Joshua Mikeworth, Jacob Roskovensky, Anthony Schuering, George Trammell, Susan Tulis, Nina Wunderlich

***Board Members
Attending by V-tel:***

***Board Members
Attending by
Phone:***

***Board Members
Excused:***

Susan Mendelsohn , Joan Rhoades

***Board Members
Absent:***

Others Present:

Carterville: Erin Steinsultz, Brant Wingerter

Champaign: Jessie Tate, Diane Hoffman, Vanessa Whippo

Decatur: Rose Mary Barczewski, Joan Bauer, Leslie Bednar, Lynda Clemmons, Janet Cler, Anne Craig, Chris Dawdy, Ryan Franklin, Robert Jones, Beverly Obert, Julia Pernicka, Ellen Popit, Michelle Ralston, Lawren Tucker, and Peggy Durst

Edwardsville: Nick Bennyhoff

Illinois State Library: Cyndi Colletti

Approval of Minutes

Anthony Schuering moved that the Board approve the minutes of the May meeting with one correction – the next to last paragraph on page 6 under Facilities should be deleted. George Trammell seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Payment of Bills: Nina Wunderlich reported that the Finance Committee reviewed the bills. Questions the committee had included:

- Check #52834 paid to Comprise Technologies, Inc. for \$11,488.00. Software used by SILNET libraries to reserve computers and printers in their libraries. It is totally reimbursed by member libraries.
- Check #52849 to LexisNexis Screening Solutions for \$477.10. This company does criminal background checks and DUI checks for new hires.
- Check #52918 paid to Polaris Library Systems for \$160,852.00. This is a payment for our purchase contract. Rose Mary will check on how much remains to be paid and advise the Finance Committee.
- Pass-through payments for lost books will end at the end of June. Member libraries will receive a letter advising them of this.
- Check #52841 to Focal Pointe for \$96.00. Mowing for Edwardsville. This invoice is for mowing the vacant lots, which is not included in the annual fee. We pay \$48.00 each time it is mowed.
- Back pay of salary increases was distributed to employees but are not included in this bill list, since payroll occurred after the cut off.

Nina Wunderlich moved that the bills be approved as submitted. Anthony Schuering seconded the motion. The motion passed unanimously by roll call vote.

Eleven Month Financial Statements: Rose Mary Barczewski reviewed the eleven month financial report.

Public Comment

None.

Communications

None.

Staff Report

Staff Activities: The Staff Activities report was included in the board packet.

Staffing Update: Anthony Schuering moved that the Board approve the staff update as it appears in the Board packet. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

Personnel: No report.

ISL Report

Illinois State Library Director Anne Craig reported that they had a great meeting with Susan Hildreth, IMLS Director. She thanked Karen Bounds and Leslie Bednar for attending.

Recruitment for next year's iLeadU class has started.

ISL staff has begun the review of Area & Per Capita grant applications.

LLSAP Report

Chris Dawdy shared the results of the SHARE Executive Council vote. Elected for a two-year term are: Britta Krabill (Columbia Public Library), Janet Cler (Tolono Public Library), Valerie Brunner (Mt. Zion Junior High School), Leigh Ann Cloud (Nashville High School) and Bobbi Perryman (Vespasian Warner Public Library). They will join the following members who will serve a remaining year on the Council: LeeAnn Fisher (Decatur Public Library), Sarah Isaacs (Illinois Early Intervention), Diane Yeoman (Mason City Public Library), Alayna Davies-Smith (O'Fallon CUSD #90), Esther Curry (CE Brehm Public Library).

She also shared with the Board the latest press release regarding the SHARE/Polaris partnership.

Operations Report

Juliette Douglas reported that she will be attending the second statewide delivery meeting. Delivery between hubs continues to increase. Carterville Operations staff will move to the new location in DuQuoin on Saturday, June 29.

Grants Report

No report.

IT Report

No report.

Committee Reports

Policy Committee: Libby Letterly told the board that the Policy Committee met twice and has prepared two revisions in the bylaws. The first is a language change proposed by the Nominating Committee to begin the election process earlier in the year, which would give that committee time to get their work done in a timely manner. This will require a bylaws change (Article VI, Section 4) to begin the process in November rather than January.

An additional revision (Article VI, Section 5, Item G) would prohibit IHLS Board members to serve on the SHARE executive committee or as chair of IMAC. Board members were provided with information both for and against this change. Although the committee decided to send the revision proposal to the Board, there was no committee consensus to support or oppose the change.

The revisions will be posted on the website for members and a vote will be taken at the July meeting.

Personnel Committee: Linda McDonnell said that Board members should have received the evaluation form for the Executive Director. Results will be compiled before the July meeting.

Membership Committee: The committee met on June 13 and discussed a request from four member libraries to merge.

Finance Committee: Nina Wunderlich reported that the committee met on June 24 and recommended that the Board continue with the Martin, Hood, Friese and Associates for the FY13 audit and obtain bids in March or April 2014 for next year's audit.

Anthony Schuering moved that the Board contract with Martin, Hood, Friese and Associates for the FY13 audit. George Trammell seconded the motion. The motion passed unanimously by roll call vote.

Facilities Committee: The Facilities Committee did not meet.

Unfinished Business

Delivery Pilot Project: Anthony Schuering moved that Illinois Heartland Library System not participate in the Delivery Pilot Project. Joshua Mikeworth seconded the motion. The motion passed unanimously by voice vote.

Real Estate Update: God's Shelter of Love has submitted a bid of \$270,000 for the purchase of the Decatur building. IHLS is required by law to advertise in the newspaper for other bids and received an additional bid from the Decatur House of Prayer was received for \$280,000. The original bidder has agreed to match that price. It is the staff recommendation to accept the offer from the first proposal. If they are unable to complete the purchase, then Decatur House of Prayer would be given the option to purchase the property at that price.

Joshua Mikeworth moved that the Board accept the offer of \$280,000 for the purchase of the Decatur building from God's Shelter of Love. Anthony Schuering seconded the motion. The motion passed unanimously by roll call vote.

The real estate contract for the two vacant lots at the Edwardsville office is proceeding as planned.

Update on Southern Location: The Executive Committee met on June 17 and accepted the recommendation to enter into negotiations to lease property at 500 South Madison Street in DuQuoin, IL. Carterville delivery will begin from DuQuoin on July 1. The City of DuQuoin will provide \$227,000 in TIF assistance for renovations.

New Business

Membership Recommendations: Anthony Schuering moved that the Board recognize the merger of Geological Survey Library, Natural History Library, Sustainable Technology Library and the Water Survey Library as the Prairie Research Institute. Susan Tulis seconded the motion. The motion passed unanimously by voice vote.

Prevailing Wage Rate: Anthony Schuering moved that the Board approve Resolution 2013-6 for the Prevailing Wage Rate. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

Approve Legal Counsel: Anthony Schuering moved that the board approve the legal counsel as listed:

Real Estate Law:

Lori E. Dacosse
Sandberg Phoenix & Von Gontard P.C.
784 Wall Street, Suite 100
O'Fallon, IL 62269
618.397.2721

Employment and Labor Law:

R. Michael Lowenbaum
The Lowenbaum Partnership, L.L.C.
222 So. Central Avenue, Suite 901
St. Louis, MO 63105
314.863.0092

Library Law:

Phillip B. Lenzini
Kavanagh, Scully, Sudow,
White & Frederick, P.C.
301 S.W. Adams
Suite 700
Peoria, IL 61602
309.676.1381

Janet Hasten seconded the motion. The motion passed unanimously by voice vote.

Recommended Bylaws Change: Proposed bylaws changes were distributed by the Policy Committee and will be posted on the website for any member comments. The Board will be asked to vote on the revision in July.

Executive Director Evaluation: The form for the evaluation of Executive Director Leslie Bednar has been distributed to the Board along with Leslie's report. These should be returned to Linda McDonnell prior to June 30. Karen Bounds suggested that the evaluation process and form for the evaluation of the Executive Director be reviewed in the fall for possible revision. This could be an assignment for the Personnel Committee.

Appointment to Vacant Board Seat: Janet Hasten has served a total six years on the Lincoln Trail Libraries System Board and IHLS Board and is not eligible to complete the last year of her term on the IHLS Board. A replacement needs to be appointed.

Janet Hasten moved that the Board appoint Valerie Green to complete that term. Betsy Mahoney seconded the motion. The motion passed unanimously by voice vote.

Retiring Board Members Karen Bounds thanked retiring Board members Janet Hasten, Joshua Mikeworth, and Anthony Schuering for their service. Newly elected Board members Lynda Clemmons, James Fenton and Erin Steinsultz will begin their term at the July meeting.

Public Comment

None.

Announcements

None

Adjournment

Anthony Schuering moved that the meeting adjourn. Joshua Mikeworth seconded the motion. The meeting adjourned at 6:57 p.m.