

**Minutes of the Illinois Heartland Library System Board  
September 24, 2013  
Helen Matthes Public Library, Effingham, IL**

**Call to Order**

Linda McDonnell called the meeting to order at 6:00 p.m.

**Roll Call**

**Board Members Attending:** Karen Bounds, Lynda Clemmons, James Fenton, Valerie Green, James Matthews, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, Erin Steinsultz, Nina Wunderlich

**Board Members Attending by V-tel:** Libby Letterly, Betsy Mahoney, George Trammell, Susan Tulis

**Board Members Attending by Phone:** None

**Board Members Excused:** None

**Board Members Absent:** None

**Others Present:**  
**Carterville:** Troy Brown, Traci Edwards, Ellen Popit  
**Champaign:** Joan Bauer, Ramona Rollins, Donna Schaal, Mike Szymkoski  
**Edwardsville:** Susan Carr, Chris Dawdy, Juliette Douglas  
**Effingham:** Rose Mary Barczewski, Leslie Bednar, Mitch Schluter, Lawren Tucker, Jeanne Urbanek, Peggy Durst  
**Illinois State Library:** Cyndi Colletti, Pat Norris, Diane Yeoman

Linda McDonnell advised the Board that Joan Rhoades has resigned from the Board. Linda will have a suggestion for someone to fill this Board vacancy by appointment at the October meeting.

**Approval of Minutes**

Karen Bounds moved the minutes of the August 27, 2013 meeting be approved with a correction to the motion on adjournment. Corrected minutes will say: *Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed by voice vote. The meeting adjourned at 8:30 p.m.*

Jacob Roskovensky seconded the motion. The motion to approve the corrected minutes passed unanimously by voice vote.

Jacob Roskovensky moved that the minutes of the September 18, 2013 meeting be approved as presented. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

### **Financial Report**

***Payment of Bills:*** The Finance Committee had questions on the following checks in the bill list:

- Check # 53190 paid to Illinois State Library. A refund of CMC grant funds. Grant funds were not all spent and must be returned to the Illinois State Library.
- Check # 53198, 53200 and 53203. SHARE expenses for third-party database services for member libraries which will be reimbursed by those libraries.

The bill list is short this month, because business department staff are changing to a new cut-off date. Future bill lists will show a full month and end on the last day of the month.

Susan Mendelsohn moved that the Board approve the bills as presented. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

***FY2013 Audit:*** Mitch Schluter from Martin, Hood, Friese & Associates reviewed the draft audit with the Board.

- The audit was clean.
- Because the Illinois State Library used federal funds for the System Area & Per Capita Grant in excess of \$500,000, the federal government requires an additional single audit of those funds.
- It appears that this federal pass-through money will be received again in FY14 as well, so a single audit will probably be needed again next year.
- On page 8, the Summary of Net Position. In last year's audit Net Assets were listed. This is now referred to as Net Position. The total Net Position is down approximately \$1,000,000. This is mostly due to the distribution of SHARE credits to member libraries.
- Page 12 lists a major increase of Capital Assets in Business-Type Activities, from \$38,800 in 2012 to \$816,500 in 2013. This reflects the purchase of Polaris equipment. This table also reflects a paper loss on the sale of the Decatur property. Although the sale was completed in FY14, since the auditors had knowledge of the sale and sale price, it is included in this audit.
- Page 15, Statement of Activities reflects \$236,984 in grant money received from the Illinois State Library to help pay for Polaris.
- Page 15 also shows the loss of \$194,218 from selling the Decatur building for less than it was listed in the books and this is covered in greater detail at the bottom of page 36.
- Page 39 states that the WebJunction account has a deficit of \$23,342. The fund was overspent by this amount, and it will need to be reimbursed by the General Fund. It was noted that management of the WebJunction project reverts back to the Illinois State Library as of October 1, 2013.
- Page 42 indicates that the pension plan had a funded ratio of 64.45% in FY12, and now has a funded ratio of 71.43% -- a good improvement.

Mr. Schluter also reviewed the post governance letter and told the Board that the company is working to complete the single audit this week in order to issue a final audit report to meet the September 30 deadline for the Annual Report.

Linda McDonnell thanked Mr. Schluter for his comprehensive report.

[Betsy Mahoney joined the meeting at 6:20 p.m.]

James Fenton moved that the Board approve the FY2013 audit. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

**Public Comment**

None.

**Communications**

Leslie Bednar shared a thank you card from Renee Brown, librarian at Atwood-Hammond Elementary School, for equipment they received through the Decatur surplus distribution.

**Staff Report**

***Staffing Activities:*** Leslie Bednar stated that she shortened the activities report and will work on a better format for the report. She noted that delivery continues to increase and staff made 70 onsite visits.

There was a brief discussion of delivery problems and delays in receiving items on hold.

***Staff Update:*** Leslie Bednar stated that staff is working on a telecommuting policy.

Karen Bounds moved that the Board approve the staffing update. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

***Secondary Employment:*** Karen Bounds moved that the Board go into executive session to discuss items #8 c and 8 d on the agenda – Secondary employment and Personnel. Valerie Green seconded the motion. The motion passed unanimously by roll call vote. Executive session began at 7:11 p.m.

The meeting returned to open session at 7:32 p.m.

Linda McDonnell reported that there was no action necessary from the executive session.

**ISL Report**

Lawren Tucker stated that Leslie Bednar will receive correspondence approving the IHLS FY14 Plan of Service. The Illinois State Library has asked for some clarification and would like a response by November 15, 2013.

**SHARE Report**

SHARE staff have started offering on-demand circulation training. The first circulation forum was held on September 11. Twenty-two new libraries are joining SHARE – 6 have been entered, 2 are receiving cataloging training and adding their holdings.

Bib services is training new school librarians. Michelle Ralston now works with any school librarians who may need help.

Catalogers had their first meeting via Adobe Connect. Over 60 attended. The meeting was recorded and posted online for those who could not attend.

#### **Operations Report**

Juliette Douglas reported that 20 new part-time drivers have been hired. Operations Managers have been busy training the new staff members, and in addition, have been heavily involved in moving staff from the Decatur and Carterville locations.

Although new drivers may be making delivery errors, it was also noted that all libraries should be using the new transit slips and that the entire name of the library should be written out on the slips.

#### **Grants Report**

Ellen Popit reported that while transitioning WebJunction functions to the Illinois State Library, IHLS Web Junction staff made a presentation at Reaching Forward South in Springfield.

IMSA staff (Talking Books) is heavily involved in moving their operation to the Du Quoin building.

#### **Membership Report**

Ellen Popit reported that she was pleased with the number of site visits that staff were able to make. Staff at Washington Park Public Library have expressed an interest in system membership and she is working with that library.

#### **IT Report**

Troy Brown reported that he has been working with staff in Champaign and Carterville/Du Quoin to get everyone's equipment working. The Du Quoin move has been a challenge since fiber is not yet available there. However, everything is fully functional in Du Quoin, but completely dependent on Carterville as far as IT. Telephone and servers are in Carterville and transported by internet to Du Quoin.

Decatur Public Library has the Decatur office's v-tel equipment, but it is not yet installed.

Michelle Ralston is no longer working in the IT area.

Helpdesk calls for IT are now much more specific than when we first migrated to Polaris.

#### **Committee Reports**

***Executive Committee:*** Linda McDonnell reported that the Executive Committee met on September 16. They received an update on the Annual Report and audit, discussed the proposed bylaws change and the Board survey.

**Policy Committee:** Betsy Mahoney reported that the Committee met on September 12 by phone. They discussed a proposed bylaws change concerning standing committees. A proposal will be made during the New Business section of the meeting.

**Personnel Committee:** Karen Bounds reported that the Committee met. They are working on a change in day and time of their meeting because the current time is too close to the day Board materials are distributed. The Committee has been asked to discuss a contract for the Executive Director, a job description for the Executive Director and to recommend a salary increase for the Executive Director. The Committee will not begin work on a revision of the format of the evaluation of the Executive Director until November, since that should be based on the job description and material in the Plan of Service.

Susan Mendelsohn asked about a time frame for raises for other management staff. Karen Bounds stated that she felt that should be addressed by the Executive Director. The Committee will work with Leslie Bednar on that topic.

**Membership Committee:** Susan Tulis reported that the Committee has not met. They are scheduled to meet on October 1.

**Finance Committee:** The Committee met on September 23. They received a detailed report on the audit.

The Finance Committee has changed its meeting day to the 3<sup>rd</sup> Wednesday of the month at 3:30 p.m.

Rose Mary Barczewski has assured the Committee that they will receive an up to date financial statement in October.

**Facilities Committee:** The Committee met on September 11 and received an update on all three facilities. Champaign has new staff as well as the Decatur delivery operation. The sale of property in Edwardsville continues to inch toward completion. The Du Quoin move is in process and delivery continues without interruption. The distribution of surplus furniture and equipment in Decatur went well, considering that the sale of the building went much more quickly than anticipated.

### **Unfinished Business**

#### ***Real Estate Update:***

Completion of the sale of the two lots west of the Edwardsville building is still on target. The developer has requested a 30 day extension to get everything in place and IHLS agreed.

#### ***Update on Southern Location:***

Leslie Bednar referred to Attachment G, which was distributed to Board members. Some staff members at the Du Quoin office have expressed concern about mold in the building. A company was hired to test the air and there were no recommendations for changes. There are no government standards on mold in buildings. The cost was approximately \$600.

**Update on Champaign and Decatur Locations:** As staff members settle in, there may be another distribution of surplus furniture/equipment as we decide what is needed and what is not.

**FY2013 Annual Report:** An extension has been requested and granted for the single audit portion of the annual report. The Board received a copy of all of the sections that have been completed. There are still several sections that need to be done.

Nina Wunderlich moved that the Board approve the Annual Report to be submitted to the Illinois State Library by the September 30, 2013 deadline with the understanding that the report will be made available to the entire Board when it is completed. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

#### **New Business**

**Proposed Bylaws Change:** Betsy Mahoney reported that the Executive Committee thought it would be a good thing to create an ad hoc long range planning committee. The Policy Committee has reviewed the committee structure and created a proposed bylaws amendment which would dissolve the Membership Committee. The Policy Committee looked at what the Membership Committee was initially tasked to do and determined that most of that has either been completed or is done through the SUSI certification process. The review of membership eligibility will be added to the Policy Committee's responsibilities.

The proposed bylaws change is Attachment H. The Board has 30 days to review the change. It will also be posted on the IHLS website and member libraries will be able to comment on the change. A vote will be taken at the October meeting.

#### **Public Comment**

None.

#### **Announcements**

Executive Committee members will be advised of the results of the Board survey next week. Those who have not completed the survey are encouraged to do so.

Please let Peggy know if you plan to attend ILA.

Linda McDonnell presented Karen Bounds with a plaque recognizing her contributions to IHLS as its first Board President.

#### **Adjournment**

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned at 8:20 p.m.