



Illinois Heartland Library System

Minutes of the Illinois Heartland Library System Board
June 16, 2014
Illinois Heartland Library System, DuQuoin, Illinois

Call to Order

President Linda McDonnell called the meeting to order at 6:02 p.m.

Roll Call

Board Members Attending: Karen Bounds, James Fenton, Valerie Green, Nancy Huntley, Libby Letterly, Jim Matthews, Linda McDonnell, Susan Mendelsohn, Erin Steinsultz, George Trammell, Susan Tulis, Nina Wunderlich

Board Members Attending by V-tel: None.

Board Members Attending by Phone: Jacob Roskovensky

Board Members Excused: Lynda Clemmons, Betsy Mahoney

Board Members Absent:

Others Present:
Champaign: Joan Bauer, Mary Johnston
DuQuoin: Leslie Bednar, Troy Brown, Susan Colbert, Esther Curry, Chris Dawdy, Gary Denué, Robert Edwards, Traci Edwards, Janet Eisenhower, Adrienne Elam, Rachel Fuller, Mary Ann Horstman, Kathy Jackson, Cassie Jones, Faith Jones, Rick Meyer, Susan Palmer, Julia Pernicka, Ellen Popit, Kim Sparks, Bob Towner, Brant Wingerter
Edwardsville: Nick Bennyhoff, Susan Carr
Illinois State Library: Anne Craig, Cyndi Colletti, Robert Jones

Approval of Minutes

Nina Wunderlich moved that the minutes of the May meeting be approved. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Payment of Bills:

Susan Mendelsohn reviewed bills that committee members had questioned.



Susan Mendelsohn moved that the Board ratify the payment of the April 2014 bills and credit card report totaling \$356,037.53. George Trammell seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement

Karen Bounds moved that the financial statements be approved as submitted. Susan Tulis seconded the motion. The motion passed by roll call vote. Yes: Bounds, Fenton, Green, Letterly, Huntley, McDonnell, Steinsultz, Trammell, Tulis. No: Wunderlich. Abstain: Mendelsohn. Present: Roskovensky.

Public Comment

None.

Communications

Linda McDonnell recognized Robert Towner, Operations Manager at the Champaign office on his retirement and thanked him for 37 years of outstanding service.

Staff Update:

Jim Fenton moved that the Board approve the Staff Update as presented. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Staffing Activities:

There were no questions concerning the staff activities.

[Jim Matthews joined the meeting at 6:25 p.m.]

Personnel

Nancy Huntley moved that the Board go into closed session to discuss personnel and secondary employment pursuant to Section 5 ILCS 120 § 2(c)(1). Libby Letterly seconded the motion. Closed session began at 6:27 p.m.

The meeting returned to open session at 6:44 p.m.

Libby Letterly moved that the Board approve the recommendation of the Executive Director concerning secondary employment for new executive employee who works for a church. This secondary employment position is not a conflict of interest. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

Gap insurance for staff and pending litigation was also discussed in closed session. No action was taken.

ISL Report

Anne Craig reported that the Illinois State Library just completed a very successful SPLMI conference. Upcoming events are ILeadU and On the Front Lines.

SHARE/Dream Grant Report

Ellen Popit reported that the Dream Grant continues to grow.

SHARE Executive Council met last week. The new Council will be seated in FY15. She thanked the IHLS Board and Illinois State Library for their support to SHARE.

Operations Report

Susan Palmer met with Operations Managers to begin changing routes to evenly distribute stops. External signs have been installed at all three buildings.

Susan has met with the Du Quoin landlord in an effort to work out issues with the building. Due to health issues, his wife will step in to work with IHLS.

Work on drainage problems in Edwardsville has been completed.

Grants Report

No Report.

Membership Report

No Report.

IT Report

No Report.

Committee Reports***Executive Committee:***

The Executive Committee met on May 19 and received updates on the Dream Grant, Executive Director evaluation, operations, and facilities.

Policy and Membership Committee:

The committee did not meet.

Personnel Committee:

All 15 evaluation forms were received. The results will be discussed later in the meeting.

Finance Committee:

CDs are in place at First Cloverleaf Bank and Scott Credit Union. The Committee has asked for a correction/clarification on the SHARE balance sheet, since it shows a depreciation amount that exceeds the value of property and equipment. The financial report had a

software problem with incorrect descriptions. Staff are researching purchase of more functional software and a recommendation is coming soon.

Facilities Committee:

The Facilities did not meet.

Long Range Plan Committee:

The Committee met and worked on changes to the Request for Proposal for a Long Range Plan Consultant. RFP will go out very soon.

Unfinished Business

Staff Evaluation Update:

Supervisors continue to meet with staff to complete this process. Quarterly meetings have begun.

Executive Director Evaluation:

Karen Bounds moved that the Board go into Executive Session pursuant to Section 5 ILCS 120 § 2(c)(1) to discuss the Executive Director's evaluation. George Trammell seconded the motion. The motion passed unanimously by roll call vote. Closed Session began at 7:10 p.m.

The Board returned to Open Session at 7:45 p.m.

Karen Bounds moved that as a result of the Executive Director's evaluation process that Leslie Bednar will meet with Kathy Jackson, HR Director, Linda McDonnell, Board President, and Karen Bounds, Personnel Committee Chair to discuss the evaluation and develop recommendations. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

New Business

Three Year Review:

Leslie Bednar presented a review of IHLS' first three years in contrast to the final year of the four legacy systems.

Prevailing Wage Rate:

Jim Matthews moved that the Board adopt the Prevailing Wage Rate resolution. Erin Steinsultz seconded the motion. The motion passed unanimously by roll call vote.

Approve Legal Counsel:

George Trammell moved that the Board approve Legal Counsel as listed in the Board packet. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Appointment to Vacant Board Seats:

Karen Bounds moved that Sarah Isaacs, Librarian at the Early Childhood and Parenting Collaborative be appointed to the Special Library Board seat. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

Acknowledgement of Retiring Board Members:

Jim Matthews acknowledged retiring Board members Libby Letterly, Susan Tulis, Nina Wunderlich, Linda McDonnell, and Betsy Mahoney and thanked them for their service to IHLS.

Board Nominations Committee:

Karen Bounds and Erin Steinsultz will serve as the Nominating Committee to prepare a slate of Board officers. Board members should advise Karen Bounds if they wish to hold an office. Board members will also receive a form to indicate their committee interest.

Public Comment

None.

Announcements

July committee meetings will be based on FY14 membership and schedule. Peggy will send a list of July meeting dates.

Jacob Roskovensky expressed appreciation for Ellen Popit's membership on Library State of Mind planning committee.

Leslie Bednar will make a presentation in Edmonton, Alberta, Canada on multitype collaboration based on SHARE.

Adjournment

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote, and Board adjourned at 8:21 p.m.