



# Illinois Heartland Library System

## BOARD MEETING MINUTES

Illinois Heartland Library System Board

August 25, 2015

Edwardsville Office

6725 Goshen Road Edwardsville, IL 62025

Phone: 618-656-3216

### Call to Order

Leander Spearman called the meeting to order at 5:01pm.

| BOARD MEMBER         | ATTENDANCE       | LOCATION               |
|----------------------|------------------|------------------------|
| Bant, Geoffrey       | Present-VTEL     | Champaign              |
| Clemmons, Lynda      | Present-Onsite   | Edwardsville           |
| Davies-Smith, Alayna | Present-Onsite   | Edwardsville           |
| Denué, Gary          | Present-Onsite   | Edwardsville           |
| Fenton, James        | Present-Onsite   | Edwardsville           |
| Fuller, Rachel       | Present-VTEL     | Illinois State Library |
| Hubert, Tina         | Present-Onsite   | Edwardsville           |
| Isaacs, Sarah        | Present-By Phone | Phone                  |
| Justice, Susan       | Present-Onsite   | Edwardsville           |
| Topel, Charlene      | Excused          | Excused                |
| Trammell, George     | Present-VTEL     | Marion                 |
| West, Sandy          | Present-VTEL     | Du Quoin               |
| Spearman, Leander    | Present-Onsite   | Edwardsville           |

| OTHER ATTENDEES    | FROM                               | LOCATION     |
|--------------------|------------------------------------|--------------|
| Popit, Ellen       | Present – Onsite, IHLS Staff       | Edwardsville |
| Townsend, Kimberly | Present – Onsite, IHLS Staff       | Edwardsville |
| Jackson, Kathy     | Present—Onsite, IHLS Staff         | Edwardsville |
| Palmer, Susan      | Present—Onsite, IHLS Staff         | Edwardsville |
| Elam, Adrienne     | Present—Onsite, IHLS Staff         | Edwardsville |
| Brown, Troy        | Present – VTEL, IHLS Staff         | Edwardsville |
| Edwards, Tracy     | Present – VTEL, IHLS Staff         | Edwardsville |
| Dawdy, Chris       | Present – VTEL, IHLS Staff         | Edwardsville |
| Craig, Ann         | Present – VTEL Illinois State Lib. | ISL          |
| Johnson, Steve     | Present – VTEL Du Quoin            | Du Quoin     |

| <b>OTHER ATTENDEES cont.</b> | <b>FROM</b>                | <b>LOCATION</b> |
|------------------------------|----------------------------|-----------------|
| Wingerter, Brant             | Present – VTEL, IHL Staff  | Marion          |
| Johnston, Mary               | Present – VTEL, Champaign  | Champaign       |
| Edwards, Robert              | Present – VTEL Decatur     | Decatur         |
| Lottes, David                | Present – VTEL , IHL Staff | Champaign       |

**Welcome to New Board Members –Commitment to Serve:**

Leander read the commitment to service to Alayna Davies-Smith. Alayna accepted the commitment verbally.

**Consent Agenda:**

- Susan Justice motioned to approve consent agenda, George Trammel seconded. Motion carried, approved by roll call vote. Approved the following agenda items:
  - a. Approval of July 28, 2015 Minutes (Attachment 4.1)
  - b. Human Resources Report (Attachment 4.2)
  - c. IT Report (Attachment 4.3)
  - d. Operations Report (Attachment 4.4)
  - e. Staff Activities Report (Attachment 4.5)
  - f. SHARE/Dream Grant Report (Attachment 4.6)

**Approval of July Bills 2015:**

- Jim Fenton motioned to approve bills report, motion was seconded by Sandy West. Motion carried, approved by unanimous roll call vote.

**Financial Reports:**

Adrienne Elam indicated that the Finance team met and reviewed the new report format with positive feedback.

Tina Hubert motioned to approve the financial reports, Lynda Clemmons seconded. Motion carried, approved by roll call vote.

**FOIA:** Kathy Jackson indicated that there were two FOIA reports and both were completed and submitted on time.

**Illinois State Library:**

Anne Craig highlights: We still have not news on the budget. ISLAC is scheduled for September 10<sup>th</sup> @ 10 am. Kip Kolkmeier, lobbyist for the Illinois Library Association will present. Tina Hubert will also discuss her experience with the Research Institute for Public Libraries. The State Library is hosting a hands-on event to construct “Little Free Libraries” and September 22, 2015 ISL will host the Veterans’ History Project Ceremony.

**Committee Reports:**

- Executive Committee –
  - Board members for assignment to committees for 2016.
  - Regarding membership standards letter to RAILS. The letter was received but we have not received any feedback to-date.
- Finance Committee – Sandy West shared, we met this month. The audit process has started and should be complete in two to three weeks.
- Long Range Planning Meeting – Nancy Huntley was unable to attend today, would like to table until next board meeting. Confirmed.
- Nomination Committee: Vacant board seat was addressed in a meeting by the nomination committee. It was their decision to not handle this item. The board will take on the responsibility of suggesting replacements for the two vacant board seats. The board asked to be provide with a map of each board member and their location. Suggestions should be submitted to Leander Spearman or Leslie Bednar (cc: Kimberly Townsend).
- Membership and Policy Committee – will cover later on agenda
- Personnel Committee – did not meet this month

**Unfinished Business:**

- IHLS, Draft Mission, Vision Values and goals – per Ellen Popit, we will table this until the next meeting also. Staff is currently working on updates and will be ready to present.
- Closed Minutes – covered at the last meeting.

**New Business:**

- FY2016 Board Committees - Alayna Davies Smith motioned to approve the new committee decisions, seconded by Georg Trammel. Motion carried, approved by roll call vote.
- Tina Hubert was selected as member at large of the executive committee. Susan Justice motioned to approve the decision, Sandy West seconded. Motion carried, approved by roll call vote.
- Both vacant board seats will be covered at the next board meeting.
- Audit update: Adrienne Elam reiterated that the audit is in process right now. It started on July 31<sup>st</sup>, and is planned to finish by September 14<sup>th</sup>.
- Annual report: Per Ellen the annual report is process is in the works. We do not see any current concerns regarding meeting our deadlines.

**Public Comment:** None

**Announcement:** None

**Adjourned:** Lynda Clemmons motion to adjourn, George Trammel seconded, meeting was adjourned at 5:40 pm. Motion passed by roll call vote.