



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING

March 18th at 1 p.m.

(via phone, Adobe Connect, and at the office listed below)
6725 Goshen Road, Edwardsville, IL 62025

Call to Order

-Leander called the meeting to order at 1:08 p.m.

Roll call vote

- Roll was not taken. Leander had announced who was on the call – Sarah, Sandy, Tina, Leander. Leslie was also on call. Susan Justice was excused. Leslie asked for a member to take the minutes for the meeting, Sandy West recorded minutes. Tina joined the call at 1:14 p.m.

Public Comment

-None

Approval of February 10th minutes

-Motion by Sandy, second by Sarah. Voice vote was unanimous for approval.

SHARE/Dream Grant Update

-Magic number of 75 new members has been met under the guidelines established with the grant. Chris has checked on 3 libraries who signed commitment forms near the beginning of the grant period, but had not made any movement towards completion. The 3 will not become full SHARE members. On a good note, there are still others very interested in joining SHARE and that are even willing to pay the migration fee (2 are schools, with 1 school having 5 locations).

Administrative Updates

– Leslie shared that she will be doing a presentation for SIUE’s Library Symposium, “Assessment in Libraries: Measuring Impact, Planning for Success”.

Accounting

-Team working on revision of budget narrative per instructions following the request to resend SAPC grant application. Also FY2016 audit work will begin around 11th of July with completion of field work around 7/26/16. Team will also be meeting with SHARE Executive Council and Finance Committee to discuss future expense and financial projections for FY2017.

IT

-Upgrade to Windows 10 in progress

Facilities and Operations

-IPads for delivery have started in Du Quoin, hoping for full implementation at other hubs soon. ILDS contract was awarded to RAILS for 2017 & 2018. Exchange point for ILDS will be the Champaign hub. Will know more once the contract has been fully executed. For the academics, they will move again to system delivery. Will need to work diligently to create the 24 hour turn-around for academics. Susan is working with our attorney regarding getting released from lease in Du Quoin. Looking for a tenant improvement document. Tina asked how many years still remained on the lease, 2 years.

Grants and Membership

- Looking at some grant opportunities currently, one for SHARE and one for an additional E-resource Cloud server. Recertification process has been going smoothly, 4 libraries will be withdrawing membership. Tina asked for a listing of those libraries.

-Illinois Youth Services Conference. Leslie will send out. Leslie also mentioned that a commitment was made to support the conference, Ellen will attend, but will not affect finances of system to attend.

-Continue the work toward transitioning the Machine Lending Services back to ISL.

Staffing

- Hillary Greer tendered her resignation, she was part of IT department. This position will not be filled. The Executive Assistant position was internally filled by Stacie Bushong, starting officially on 3/21/16. She was a team member of facilities/operations helping with delivery. The system will hold a manager and supervisor training in May.

Open Meetings Act

- None to report

Committee Updates

Membership and Policy – Revision of the membership criteria document being done. Developmental library membership is no longer part of our guiding legislation. A change is also requested to the IHLS bylaws under Section 11 – Meetings.

Finance

- Meeting held on 3/15/16. Bill payments and credit card transactions were accepted by committee. Only question asked concerned a transaction to Aatrix company. A. Elam explained this was a third party vendor who supplied 2015 year end payroll documentation. Cost saving in personnel time and paperwork. Financial reports were accepted. Minor changes included the transfer to SHARE of \$200,000.00 and two grant receipts have arrived. Review the budgetary narrative for the SAPC grant. Discussed the IHLS financial policy and procurement procedure document, with plans to revisit at next month's meeting.

Personnel

- No report

Facilities and Operations

- Will meet on 3/21/16

Nominating

- Voting has started.

Unfinished Business**State Budget Crisis**

- Possible projections to be discussed in closed session.

Personnel

- Sandy motioned to move the meeting to closed session. Sarah seconded. Closed session meeting began at 1:39 p.m.

Open School Library Board Seat

- Leander has been in contact with 1 person, but has not heard back. He will move down the list of names and hopes to have a name for submission to the board at Tuesday's meeting.

Revised FY2016 System Area and Per Capital Grant Application

- Making changes and information will be include for IMSA transition. Timeline is forthcoming. Meeting with ISL Monday.

IHLS Bylaws Review

- Leander proposed changing the Bylaw Section 11. Meeting sub-part f. Strike "all motions shall be decided on a recorded (roll call) vote" and add "A roll call vote shall be taken for the expenditure of funds, and upon the request of any board member". Committee members agreed with proposed changes and will be placed for consideration with the board. A first reading will be done and then posted for public comment.

New Business**Review March Board Meeting Agenda**

- Reviewed and will change the error – should state approve February bills (attachment 4.0)

Joint Meeting with SHARE Executive Council

- Christ Dawdy sent out an email to the SHARE Executive Council and IHLS Executive Committee to take a poll for a good date for both committees to meet. Still awaiting some responses. Will hopefully have this set soon.

Public Comment

- None

Announcements

- None

Adjournment

- Sandy motioned and Tina seconded. Meeting adjourned, approximately 2:55 p.m.