

Illinois Heartland Library System  
Executive Committee Meeting  
October 14, 2013

Linda McDonnell called the meeting to order at 4:35 p.m.

**Roll Call.**

Present: Linda McDonnell, President  
Betsy Mahoney, Vice President  
Jim Matthews, Secretary  
Susan Mendelsohn, Treasurer  
Karen Bounds, At-Large  
  
Leslie Bednar  
Peggy Durst

**Public Comment.**

None.

**Minutes.**

Karen Bounds moved that the minute be approved. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

**Board Committees and Calendar.**

The committee reviewed the calendar for Board committee meetings and discussed possible membership for an ad hoc Long Range Planning Committee. Linda McDonnell will contact possible committee members to ask if they will be willing to serve on the committee.

**Board Survey.**

The committee reviewed the Board survey. One result is that 6 p.m. is still the best meeting time for most of the Board members. Linda McDonnell will contact those who did not wish to meet at 5:30 to see if the meeting could be moved forward 30 minutes. Snacks, coffee and water will be available for the Board meetings.

Board members were split on whether they would like one large document or all attachments separate. One large Board packet will continue to be sent as one document and all attachments will be available separately on the IHLS website.

**FY2013 Annual Report and Audit Update**

The Annual Report and Audit documents were all submitted to the Illinois State Library on time.

At the October Board meeting, the auditor will discuss the single audit that was required because IHLS received part of our grant from federal funds through LSTA. This audit is also complete.

A third audit is now in process. IMRF has requested to audit our IMRF records.

**Open Seat on Board**

Linda McDonnell reviewed names for a replacement to fill Joan Rhoades on the IHLS Board. Joan had suggested that the Board appoint a librarian from a non-SHARE library to give those libraries representation on the Board. Linda will contact candidates to determine their interest. Linda will contact possible candidates to determine their willingness to serve.

**FY2014 Area & Per Capita Grant Response**

Leslie told the Committee that they all received a copy of the letter from the Illinois State Library and the addendum concerning their response to the IHLS Area and Per Capita grant. It was encouraging that the System received fewer comments and questions than last year.

**Revised Plan of Service:**

IHLS was advised that if it has 12 months of surplus, that a plan for consulting could be considered. This refers to a 12-month surplus of the General Fund, not the entire budget, and IHLS does not have this at this time.

Revisions were made to the Plan of Service and they appear in red on pages 2 and 8 of that document. Under Administrative Activities, Goal I, Objective A, Activity 13, there may need to be some rewording.

**Other Documentation:**

Illinois State Library asked for a revision of our Financial Policy to include a clear policy for the use of credit and credit cards. They provided language that they would like to be used in this policy. The Policy & Planning Committee has reviewed and approved the language. The Finance Committee will also discuss.

**SHARE Update**

IHLS staff continues to work on improving turn-around time and prompt, correct delivery for SHARE items. IHLS is working with several libraries that are very interested in joining SHARE. One school district's high school is currently a SHARE member, and they want to add the other schools in the district to the consortium.

**Operations Update.**

Decatur delivery is settled at the Champaign hub. Operations staff is working through the things that have come up through the statewide delivery meetings.

**Facilities Update.**

It is very likely that IHLS will close on the sale of the two lots in Edwardsville by the end of the month.

**Grants Update.**

HLS received a payment of \$428,539.09 last week, representing the first payment of our FY2014 (July 2013 - June 2014) Area and Per Capita Grant. This is almost 13% of our annual allotment of \$3,364,429.41.

IMSA (Talking Books) received \$143,678.

**Review Board Agenda.**

The Committee reviewed the Board agenda.

**Public Comments.**

None.

**Announcements.**

Board meeting will be on October 22 at 6 p.m. Board packets will be sent on Thursday

**Adjourn.**

Karen Bounds moved that the meeting adjourn. Susan Mendelsohn seconded the motion. The meeting adjourned at 6:09 p.m.