



Illinois Heartland Library System  
Executive Committee Meeting  
September 17, 2012

Present: Karen Bounds, President  
Brock Peoples, Vice President  
Janet Hasten, Secretary  
Nina Wunderlich, Treasurer  
Jacob Roskovensky, At Large

Leslie Bednar  
Peggy Durst

Karen Bounds called the meeting to order at 7:35 p.m.

**Public Comments:**

None.

**Minutes:**

Nina Wunderlich moved that the Committee approve the minutes of the August 20, 2012 meeting. Janet Hasten asked if the title of Chief Fiscal Officer is correct, or if it should be Chief Financial Officer. The correct title is Chief Fiscal Officer. She seconded the motion to approve the minutes. The motion passed by voice vote. Bounds, Hasten, Peoples, and Wunderlich voted yes. Roskovensky voted present.

**ISLAC Meeting Report**

Karen Bounds and Leslie Bednar reported on the ISLAC Meeting. A representative from the Secretary of State's Budget Office reported that the Secretary of State received a 2% cut in their operations budget, but grants were not cut. There is a 3-4 month backlog in payments, which is an improvement over a year ago. Although the State is still not out of the woods, the financial picture may be slightly improved.

ISLAC also received a report from the Commission on Government Forecasting and Accountability and a report on resource sharing. Jacob Roskovensky is on the Future of Resource Sharing Committee and Joan Bauer (IHLS Staff) has been added to replace Pat Boze as an IHLS staff representative.

**Advisory Councils**

IHLS Advisory Councils met by v-tel and conference call for the first time this fiscal year. They have created Operational Guidelines and have decided to meet as one large group rather than two separate groups. They will meet four times a year – August, November, February and May. Officers are Ryan Franklin, Mattoon Public Library, Chair; and Sara Zumwalt, Litchfield Public Library District, Vice-Chair. The Secretary will change each meeting. Their challenge will be to keep their topics broad enough to include all libraries and to integrate non-LLSAP concerns into their discussions.

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**Fall Meetings**

Leslie Bednar will present at the Reaching Forward South conference next week, along with Jane Plass, Interim Executive Director of RAILS. WebJunction Illinois will also have a presentation and a table that will allow hands-on demonstrations.

WebJunction Illinois will present at the ILA Conference, and Anne Craig (ISL), Jane Plass (RAILS), Susan Singleton (CARLI), and Leslie will participate in a presentation on statewide resource sharing. IHLS and RAILS will also share a vendor booth.

Ellen Popit and Jane Plass will give a presentation at ISLMA, and WebJunction will also present. IHLS will share a booth with WebJunction at that conference.

Leslie stated it is challenging to create opportunities to engage members throughout the year, and if the systems are already presenting at the conference it makes sense to be in the vendor area.

Tentative plans are for IHLS to participate in On the Frontlines next March, if that conference is funded.

**Audit and Annual Report Update**

Audit fieldwork is complete. We had both a regular audit and a procedural audit for OCLC (cost was included in the grant). A draft will be completed on 9/18 or 9/19. The Board will receive all information the auditors have completed prior to the meeting on the 25<sup>th</sup>. The complete audit is due on 9/28, the day that the annual report is due at the Illinois State Library.

Staff are working on the annual report and are submitting the components of the annual report as they are completed. We hope that most of it will be available to include in the board packet.

Janet Hasten asked how many applications have been received for the Chief Fiscal Officer. Twelve were received, five candidates will be interviewed. Staff will conduct interviews in late September or early October.

**Operations Update**

Last Spring we sent out a delivery satisfaction survey. One thing that was mentioned repeatedly is that community drop points do not work for some schools because they do not have staff who can pick up the materials. It often falls on the librarian to get those materials after school on his/her own time, increasing the wait for the materials. Each hub will be distributing a letter to member libraries asking what we can do to improve their delivery. Based on those responses, we will be adjusting delivery routes where we can. There will probably also be more adjustments as we prepare for the Polaris migration. We hope to have a one-day turnaround in delivery.

**Facilities Update**

There has been a delay in the signing of the contract to sell Edwardsville property. Our attorney is making some changes. When the IHLS attorney has approved the contract, it will be presented to the Board for a vote.

Karen Bounds stated that the Facilities Report that was distributed in August was very good. Troy Brown, Juliette Douglas and Leslie Bednar met with Joan Rhoades, Facilities Chair to discuss how to proceed. The next step is to get feedback on the report from the Board and members to determine what other information is needed and start looking at recommendations. The first thing that must be done is

to find another location for Carterville staff since John A. Logan wants us out of that building by July 1, 2013 or before. It is not anticipated that decisions about the other locations will be made prior to the completion of the migration, especially since that will have an impact on delivery. There will be no Facilities committee meeting in September.

**Review September Board Meeting Agenda**

Leslie Bednar reviewed the draft agenda with the Committee. The review of closed session minutes will be postponed, since the September meeting could be lengthy.

**Public Comment**

None.

**Announcements**

None.

**Adjournment:**

Janet Hasten moved that meeting adjourn. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned at 9:12 p.m.