



Illinois Heartland Library System
Executive Committee Meeting
August 19, 2013

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

Leslie Bednar
Peggy Durst

Linda McDonnell called the meeting to order at 7:40 p.m. She advised the Committee members that Karen Bounds is attending the meeting, but not an official member until the committee list is approved.

Public Comment

None.

Minutes

Betsy Mahoney moved that minutes of the July 17 meeting be approved with one spelling correction. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Board Committees and At-Large Seat

Committee members reviewed the committee list. Linda McDonnell stated that she has asked Karen Bounds to serve as the At-Large Member on the Executive Committee and Karen has agreed.

Betsy Mahoney moved that the committee approve the committee list as submitted and approve the At-Large Member of the Executive Committee. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Peggy will send the finalized committee list to all board members along with a survey to determine the best times for committees to meet.

The Executive Committee agreed to meet on the 3rd Monday of the month at 4:30 p.m.

There was discussion on whether a membership committee is still needed. (A by-laws change would be needed to eliminate this committee.) Linda also plans to appoint an ad hoc Long Range Plan Committee.

Membership Consideration

IHLS has had an ongoing contractual agreement for delivery services to STARNET. IHLS has been advised by the Illinois State Library that there is no provision in the Administrative Rules for Library Systems for IHLS to provide this service. Fortunately, STARNET now qualifies to join IHLS as a member, which would negate that contract, and make them eligible for delivery at no cost.

Betsy Mahoney moved that the committee recommend that the Board to approve the membership

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application of STARNET. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

Job Descriptions

Two job descriptions will be presented at the Board meeting. SHARE Circulation Specialist and E-book Trainer/Coordinator. The SHARE Circulation Specialist is a reconfiguration of current jobs to more accurately reflect the tasks needed now that most libraries have received their initial training for Polaris. The E-book Trainer/Coordinator is a new position that is fully funded by the Statewide E-book grant.

FY 2013 Annual Report and Audit

We have received the packet of materials for the FY13 Annual Report. The most labor intensive portions are the audit and the zILLANE (resource sharing component) sections. This will be included in the August Board materials.

SHARE Update

Staff continue to plan for member training. Circulation specialists will work with bibliographic specialists for member training. IHLS also has three mobile labs available to take training to the libraries when needed. Two SHARE staff members have decided not to move to the Champaign office – one is retiring and one is terminating.

Operations Update.

Today (August 19) was the first day for the Decatur area delivery to leave from the Champaign office. Juliette Douglas is serving on the Statewide Delivery Committee.

Facilities Update.

The committee reviewed the timeline for the move out of the Decatur building.

Grants Update.

No report.

Review Board Agenda.

The Board reviewed the Board agenda. The final agenda will be sent to Linda McDonnell for approval and to Jim Matthews for OMA review.

Public Comments.

None.

Announcements.

Linda McDonnell told the committee that she would like to have snacks and coffee at meetings. She also stated that she would like to start meetings earlier in the evening, if possible, and hold meetings at IHLS offices, in addition to Effingham. She suggested the Board allow time at the end of the meeting to suggest agenda items for the next month.

Adjourn.

Betsy Mahoney moved that the meeting adjourn. Karen Bounds seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned at 9:34 p.m.