



# Illinois Heartland Library System

Attachment 4.0

## EXECUTIVE COMMITTEE MEETING

May 18, 2016

4 p.m.

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

### Call to Order

Sarah Isaacs called the meeting to order at 4:04 pm.

### Roll call

Leander Spearman, President – Entered at 4:04pm  
Sarah Isaacs, Vice President – Present, left meeting at 5:06 pm  
Susan Justice, Secretary - absent  
Sandy West, Treasurer - present  
Tina Hubert, Member at Large - present

### Public Comment

-None

### Approval of January 7, 2016 Minutes

-Sent to committee this morning with apologies. Left off agendas earlier in the year. Motion by Sandy West, second by Tina Hubert. Motion passed.

### Approval of April 20, 2016 minutes

-Motion by Sarah Isaacs, second by Leander Spearman. Motion passed.

### SHARE/Dream Grant Update

- Three transitional members have officially withdrawn: Harmony-Emge School District: Ellis and Emge Schools (Belleville), and Bond County High School (Greenville). Three new transitional members were added: Oakland Schools, McCoy Memorial Library (McLeansboro), and Carlinville Intermediate School. Membership remains at 75. Chris has spoken with about 6 other interested libraries in the last three weeks. We would love to get to 80 transitional members, and to do so we may have to use some General Fund resources as we are quickly utilizing all available funds in the Dream Grant!

SHARE membership vote is still open—need a quorum of membership by agency to close, closing date was yesterday.

### Administrative Updates

#### Accounting

-Leslie Bednar reported that the accounting office is collecting bids for insurance, both health and general property. Also working on the FY2017 budget draft. Illinois State Library (ISL) extended due

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1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Du Quoin Office:  
500 South Madison  
Du Quoin, IL 62832  
618-985-3711

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

date for System Area and Per capita Grant application to June 30 which will allow us more time to consider options. At this point we are considering submitting two draft budgets to the board in advance of the May meeting: One that is realistic and as close to FY2016 allocation as possible, and a second that reflects the actual expenditures we need to optimally run the system and will more closely reflect the \$3.364 M annual allocation.

#### **IT**

-IT is looking at alternatives to land lines: cellular lines for all land lines. IHLS has begun a physical inventory project.

#### **Facilities and Operations**

-Effective July 1: 8 routes for Champaign and Edwardsville, 3 routes for Du Quoin (a smaller southern delivery operation). Laboratory for Applied Spatial Analysis/SIUE recommendation is to maintain 3 buildings for delivery. Not cost-effective to have only 2 hubs for delivery. Will be replacing 3 vehicles this fiscal year: 1 will be a box truck that will be necessary as we return to hub to hub delivery. As we approach July 1, the other change we plan to implement is the dedicated drivers and dedicated sorters: offering sorter positions to our current driving staff to see if any would voluntarily move to this position. No info yet from operations managers. We continue to work with RAILS on ILDS delivery process. To date have not received a draft contract.

#### **Grants and Membership**

-The physical move of equipment has begun from Illinois Machine Sublending Agency (IMSA) to ISL. IMSA staff to Springfield next month to train ISL staff on procedures. Ellen touching base and making personal visits with several special libraries.

#### **Staffing**

-Leslie reported IHLS hired a page/sorter at Du Quoin. She is reviewing current work from home agreements.

#### **Open Meeting Act**

-None

#### **Committee Updates**

##### **Membership and Policy**

-None

#### **Finance**

-Sandy West reported the May meeting was held and April bill payment was accepted. Adrienne updated on grant applications.

#### **Personnel**

-Leslie: via Adrienne, continue to go through Personnel Code for recommendations to bring to entire board. Plan to have recommendations for suggested changes in the code at the June board meeting.

#### **Facilities and Operations**

-Sarah said LASA presented a power point that will be shared with board. Roof leaks in Du Quoin were repaired. Working on quote for door modification in Champaign. Edwardsville is preparing for Illinois Library Delivery Service (ILDS).

**Nominating**

-Leslie reported the following elected as public library trustees: Jim Fenton (Carlinville Public Library), Gary Jones (Harrisburg Public Library District), Beverly Obert (Atwood-Hammond Public Library District), and John R. Phillips (Decatur Public Library). Elected as public library representative: Sara Zumwalt (Litchfield Public Library District).

***Unfinished Business***

-State Budget Crisis and Projections

Leslie: awaiting budget news from Springfield. IHLS received first payment for FY2016 in the amount of \$626,746 on May 6. This represents 31% of \$1,989,670.98 allocation for FY2016.

-Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))

Sandy West, motion to go into closed session at 4:52 pm. Second by Sarah Isaacs. Motion passed.

Returned to open session at 5:04 pm.

-Open School Library Board Seat

Leander Spearman reported he has approached six librarians and all of them have declined. He will continue trying to find someone to fill the seat.

-Annual Meeting

Leslie Bednar announced the meeting will be held June 28, 4 p.m. at Edwardsville with regular board meeting to follow at 5:00 pm.

***New Business***

-Review May Board Agenda

-FY2017 SAPG Budget/Plan of Service – Leslie: ISL extended due date to June 30 at request of Reaching Across Illinois Library System (RAILS). This allows IHLS to approach the budget and plan of service components more thoughtfully. Total documents necessary to complete the application is very close to past years' applications. This is not really a shorter application to complete.

-Board Officers Nomination Committee – Will need to be nominated by/at the June board meeting.

**Public Comment**

-None

**Announcements**

-Leslie reported we are looking into possibility of board training/orientation in July with external facilitator (hopefully Pat Wagner). We have four individuals elected who are new to our board plus the school library seat vacant for several months. Hope to have details by next week's board meeting.

**Adjournment**

-Sandy West motion to adjourn at 5:20 pm, Tina Hubert second. Meeting adjourned.