



EXECUTIVE COMMITTEE MEETING

November 18, 2015, 4:00 p.m.

(via phone, Adobe Connect, and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 3892694

Adobe Connect Link: <http://webjunctionillinois.adobeconnect.com/executive/>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Members: Leander Spearman, President
 Sarah Isaacs, Vice President
 Susan Justice, Secretary
 Sandy West, Treasurer

Others present: Leslie Bednar, Kimberly Townsend

Called to order:

Leander Spearman opened the meeting at 4:01pm

Minutes **August 2015 approved**. Motioned by Sandy West to approve, Susan Justice seconded. All were in favor, Tina Hubert abstained because she was not at the meeting.

Minutes **October 2015 approved**. Motioned by Sarah Isaac to approve, Sandy West seconded. All were in favor no one opposed.

Dream Grant Update:

- Working with transition members - 72 transitional members currently, 28 are on Polaris. Working to get the rest on by June.
- Chris Dawdy and Ellen Popit meeting with possible future members to add.
- Met terms of grant at this point.

Administrative Updates:

- **IT Update:**
 - Troy expanding SHARE hardware & software – at Champaign server location. Deploying application on small iPads for delivery statistic gathering. More servers are being moved to the Cloud to provide more space.
 - E-Rate FY2016 – currently working with this process.
 - Microsoft email – in house issues impacting board mail boxes also possible.
- **Operations** – staff involved in turnaround time study evaluating the efficiency of process. SHARE and Operations working through SMART Delivery with Polaris software. Developed new IHLS transit label.
- **Facilities** – no news
- **Grants and Membership** – Ellen P. working with membership no new grant information. Visiting school district. East St Louis Public Library visit – working on next steps. Helping members complete interlibrary loan survey which is now a component of the certification



process. Currently less than 20% of IHLS members have completed – encouraging more members to complete before they start the certification process. Conversation with RAILS on new certification requirement--we hope to avoid the recommendation of members for suspension.

- **Staffing:** Kathy continues to work on preparing reports that are due to employees and IRS under the Affordable Care Act. Looked another agency to provide reports. Cost would be \$5,000.00. Decided to do this in-house. Added several hours for part-time HR Assistant to work on the new program. Happy with the progress.
Completed Safety training at all locations
Flu shot for all locations
Free CPR training for all locations
Maintain Monday and Fitness Fridays programs started at Edwardsville.
 - **OMA** – none

Committee updates –

- **Membership and policy** – Susan Justice – met and talked about interlibrary loan. Two agency applicants to recommend approval as IHLS members. Certification process mentioned by Leslie. 537 agencies, 321 members of share.
- **Finance** – went over new business for bill pay with minor questions asked. Approved credit card and financials. Wait and get through holidays to see if budget settlement will have recommendation on grants. Will make decision after November board meeting..
- **Personnel** – SJ met – Kathy and Rachel, no problem with amendment to Policy. Lee – said they were not against the policy but the way it was worded. Tina indicated there was an issue with nepotism. We would like it looked at more clearly. Vaguely worded, wanted a meatier policy. It was voted down at the meeting so unless it comes up again no reason to revisit the policy. For now we agree to close.
- **Facilities and Operations** – did not meet this month
- **Long Range Planning** – did not meet due to lack of quorum, rescheduled to next week

Unfinished business:

- **Open board seat.** Not received any recommendation for school. Did reach out to Mary Barteau – Belleview West HS– she has accepted. Lee will recommend Mary at the December 1st meeting. This will fill all of the seats at this point. We will invite her to the December 1st meeting. Kimberly will be in touch with her. Lee will send a follow up email to attend the meeting.
- **State budget crisis and projections:** Shared what we received from the meeting with the ISL on November 4. Lee – my impression is that the State Library is looking for possible solutions as we are. This is unprecedented situation. Good news is that ISL likes the resource sharing work we do in IHLS. ISL staff suggested that we look for the public meeting 11/18, which was very recently postponed until Dec 1st, and in January after Legislature returns. After these dates we should have some feedback. There is no authority right now and we are operating in good faith. ISL suggested we look at duplication of services as places to consider reductions. Preserve SHARE – a jewel of a service and unique in the US.
Leslie -- We will present to the board our recommended expenditure reductions. Three Categories: 1-Looking through budget to find low-hanging fruit, expenditures you can do without. Being savvier with contracts, cost of printing etc. 2-Cuts at 25% or more in state



support recommended include travel/out of state travel, staff positions, and cost of living increases. 3-Looking at departmental projects and how to be more efficient. Cannot provide staff cut information at the December meeting. Can provide this by January. We are looking at the overall big picture.

- **Board Email Addresses:** FOIA requests – based on our experience in the past this can be a privacy concern. We archive all email. You may delete something in your individual account however it stays in the archive. You may keep as a board member any attachment that pertains to your seat on the board.
- **Personnel:** Susan to take brief notes. Entered closed session 5:01 pm. Motion to enter by Tina, seconded by Sandy. Motion approved. Entered open session at 5:15pm.
- **Policy and membership** – adding Clyde Hall and Mary Barteau to this committee. This will round out all committee appointment.
- **Membership considerations:** Two new members coming on board – Rantoul schools and Hoopeston schools. During the teachers’ strike, reports regarding East St Louis Public Library. Reporter checked with the Library and stated the library was empty and not providing for the students. Library does not have a lot of resources. Donations and books are now coming in. They were not prepared to handle what they have received. System is assisting with some cataloging of material. East St Louis needs a lot of help. Asking for volunteer cataloging options right now (per Leslie B). Hopefully we can provide four days of volunteer options. Cataloging and barcoding during this period within limits.

Public comments: none

Announcements – notification today from the state library approved 2015 Annual report. One question in the annual report regarding non-automated IHLS members.

Draft Agenda will be sent electronically for review.

Tina will be out of town on December 1st will call in for the meeting.

Leander called for motion adjourn, Sandy West motioned to adjourn, and Tina Hubert seconded the motion. No one opposed, meeting adjourned at 5:25 pm.