

EXECUTIVE MEETING MINUTES

October 15, 2015

Edwardsville Office

6725 Goshen Road Edwardsville, IL 62025

Phone: 618-656-3216

Call to Order:

Leander Spearman called the meeting to order at 4:03 pm.

Meeting Minutes:

September 2015 meeting minutes were approved. Motioned by Sandy West, seconded by Tina Hubert. None apposed. Motion passed.

Administrative Update:

- **Share Dream Grant:**
Leslie Bednar – Last Friday Share meeting was held. Several changes are scheduled.

- **IT:**
Polaris server upgrades have been released. All went well. Working on the delivery tablet. Demo @ ILA. We are moving the domain name servers to the cloud. Delivery survey is complete. One third of the member's results have been received. This will be posted in the board packet this month.

- **Carlie:**
We are under contract with Carlie currently. Quality and speed are not where we expect them to be due to the additional stops. Item arrival status is also an issue.

- **Facilities:**
Leslie B: Last Edwardsville appraisal was 4 to 5 years ago. Collier's \$1500.00 estimated cost.

- **Grants:**
Ellen is working with member libraries. She is currently on the Library state of Mind conference committee.

- **Staffing:**
Workshop on New Affordable Care Act was provided. New overtime rule begins in January. Workshop was well attended on Members Day.

OMA

NA

Committee Updates:

- **Membership and Policy:** was not held
- **Finance:** Will be held 10/20 @ 4pm. Will provide audit information. Plan to schedule special audit meeting.
- **Personnel:** One item changing – ‘related employers can be employed with IHLS but cannot work in the same department.’
- **Facilities and Operations:** No report
- **Long Range Planning:** No report

Unfinished Business:

- **Open Board Seat:** Trustee Clyde Hall from Mount Vernon agreed to serve. No one else has stepped forward yet.
- **Audit:** Received draft audit and are reworking parts. Expect final draft next week. There is one comment listed. This comment states that the auditors prepared out financial statements & not IHLS. This is a legal requirement and must be stated when we use one firm for both. Financial was comfortable with that process. It is going smoothly.
- **New Email Addresses:**
These are now listed on the board contact page. Each board members should have received instructions from Brandon regarding accessing your mailbox. We will send out again to confirm.

New Business:

- **State Budget Crisis:** Annual report: 6/30 fund balances and liability reports will be provided. We will provide 2 cash flow balances. Adrienne and Leslie worked on the projections. All are consistent. Health insurance is the only area that shows some increase. Projection: We can go 12-14 months before cash funds are exhausted. Capital project reserves are not yet funded. Twelve months was determined from the beginning of fiscal year based on last year’s rate of spending. SHARE Fund – two cash reserve funds, 1-Operations and 2-Computer development fund. This will take SHARE to the end of March. SHARE fees are not a concern in this case. Per Capita Grants pay fee’s.
 - Time to look at a crisis management plan.
 - Started an advocacy campaign at Member Day
 - Per Tina – pensions may not be paid soon.
- ILA ???
- **Board – plan to meet with the state.** We will travel to Springfield and meet with Ann. Currently it will be Leander and Leslie. Goal is to get an upfront answer and some direction. Will reach out to the board to organize.
- **Roll Call Board Meeting format:**
 - We will change our format for roll call. We no longer will as for a roll call vote in all situations. It will be used only when required. Will cover at the upcoming board meeting.
 - Tina Hubert motioned to change the format, seconded by Susan Justice. All were in agreement. Motion passed.
- **Board Meeting location:** taking into consideration budget cost, the primary location will change to Edwardsville. Effingham will still be a VTEL location. Lynda Clemmons motioned to change



the location, Susan Justice seconded the motion. All present were in agreement. Motion passed. The location will change at the December 5th meeting.

- **Trustee Academy:** Earlier this year we were provide with information. (Announce Email) – Short takes for trustees are available to us. Encouraging members to participate (System Trustees). Tina will share short videos.
- **LIMRiCC Policy Change:** Need to be done by December MTG.
- **Library State of Mind:**
 - One booth
 - Day pass for Exhibits
- **Personnel** – Closed Session – Entered at 5:01 pm completed at 5:24 pm.
 - Closed minutes – taken by Susan Justice.

- **October agenda:**
 - Audit approval discussion
 - Auditors will be in Effingham
 - 2 citation reviews
 - Draft Mission Vision, Values & Goals will be presented
 - Action to fill open board seats
 - LIMRiCC Policy change
 - Trustee Academy act
 - Board meeting location

Announcements:

NA

Meeting Adjourned:

Motion by Susan Justice to adjourn, second by Sara Isaac. Motion passed by roll call vote. Meeting adjourned at 5:50pm.