



EXECUTIVE COMMITTEE MEETING MINUTES (DRAFT)

February 18, 2015, 4 p.m.

1. **Call to Order**

Meeting was called to order @ 4:03 pm by Jim Matthews

2. **Roll Call**

- James Matthews, President - present
- Karen Bounds, Vice President - present
- Jacob Roskovensky, Secretary - present
- Nancy Huntley, Treasurer - present
- Valerie Green, Member At Large – entered meeting at 4:05 p.m.

Additional attendees: Kimberly Townsend and Leslie Bednar

3. **Public Comment**

- No public comments

4. **Approval of January Minutes**

- Jacob Roskovensky motioned to approve the January minutes
- Karen Bounds seconded
- Minutes approved unanimously – No corrections

5. **SHARE/Dream Grant Update**

- The original goal was to bring on 40 libraries in two years.
- Currently there are 59 libraries. Have exceeded the goal approximately 50%.
- Currently adjusting approach to obtain libraries.
- Increasing the barcoding teams to move the process along quicker.
- Our main focus during first year of grant - public libraries, although there are some schools that have signed on at this point.

6. **Administrative Updates**

- **Operation** – things are going fairly smooth.



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- Enhancements designed to help member libraries:
 - Delivery Text Alert Systems – this is going well, mainly for delivery use, but may be used for weather emergencies.
 - Deliver Help Desk Software – we should see this soon.
 - Met today with MOBIUS representatives today to look at our deliver operations
 - **Facilities** – Getting bids currently for roof replacements in Champaign. May include in budget for FY2016 under capital fund.
 - **Grants** – At first blush, Governor Rauner’s budget proposal has a 10% cut in library grants.
 - **Staffing**
 - Will add soon a one fulltime professional Metadata Cataloguer
 - Reposting the position Web Administrator who will be located in the Edwardsville office.
 - Currently have a new HR Assistant – Lori Knabe
 - Will also will hire a few more drivers
 - New Insurance broker consideration – LIRA will present information to executive team this spring.
 - Question: A vendor contacted us about a new process for background checks for member libraries. Are there funds available? Heard that RAILS has available funds. Answer/Leslie: RAILS subsidizes process this with funds they have available already through a subsidized membership in an HR organization.
7. **Open Meetings Act** – (closed session today)
- Motion to enter closed session called by Jacob Roskovensky, seconded by Karen Bounds; voted= yes - vote was unanimous. Closed session began at 4:27 p.m., and returned to open session at 4:40 p.m.
 - Statement following closed session: Executive Committee discussed movement toward a final settlement of a personnel issue.



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8. Committee Updates

- **Membership and Policy** – Jacob Roskovensky indicated that the Policy committee did not want to change the roll call vote. They preferred the current process of providing roll call at each motion due to members attending from multiple locations.
- **Finance** –
 - Meeting moved to Friday of this week – not yet held.
- **Personnel** –
 - No report – no meeting this month
- **Facilities** –
 - No report – no meeting this month
- **Long Range Planning** –
 - No report - no meeting held this month
 - Did not hold the last two meetings

9. Unfinished Business

- **Focus Groups** – invitations have now been sent out to the member libraries. Currently receiving RSVP's.

10. Unfinished Business:

- FY2014 Annual Report – All done.
- Nominating Committee – scheduled the first meeting for March 5th.
- Focus Group sessions set for March 9 – 13, at 5 member libraries
- Bill Payment – January 2015
 - No questions – Finance will review on Friday.



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- IHLS Voting Policy – Roll Call during motions at board meeting. Policy committee recommended that we do not change the current process.

11. **New Business**

- **E-RATE:** Troy is working with a consultant on our E-RATE applications. FY2012 and FY2013 were not completely filed. Need to submit more information. We did not have the necessary documentation at that time.
 - After some research we can now submit and collect a % of what we would have received previously. Expect ERATE funds for FY2013 also. We will also file for FY2014. We currently have all documentation for FY2014.
- **Agenda Building** – would executive committee consider adding a point on board agendas near the end of the meeting to add “Agenda building”. Could aid members as a wrap up of the meeting and also allow members to request system staff present on a specific topic at a following meeting.

12. **Public Comment** – Valerie Green was contacted by Sikich for provision of accounting services (i.e. audit). They would like to submit a proposal to the RFP or make a presentation to staff regarding their services. Valerie has a personal connection to Sikich.

13. **Announcements** - none

14. **Adjournment** - Meeting adjourned 5:02 pm. Motion to adjourn by Bounds, second by Roskovensky. Unanimous approval

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