



# Illinois Heartland Library System

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## Facility Committee Minutes June 11, 2013

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**Call to Order:** The meeting was called to order by Chairperson Rhoades at 4:08 p.m.

**Members Present:** J. Rhoades, J. Hasten, L. Letterly, S. Mendelsohn and G Trammell. Staff included: L. Bednar, J. Douglas, and T. Brown.

**Excused:** K. Bounds (ex officio) and J. Matthews.

**Minutes:** The minutes from the previous meeting were approved as presented.

**Public Comment:** There were no comments from the public.

**Unfinished Business:**

**Southern Site:** The Executive Committee had originally authorized IHLS to enter into a contract with the owners of property located in Herrin, Illinois. The owners decided they did not agree with the terms so negotiations ensued with owners who had property in Du Quoin. Negotiations will include an option to terminate the contract based on insufficient funding by the Illinois State Library. The transition to Du Quoin is reported to be on schedule and will occur by the end of the month.

**Northern Sites:** There is one offer for the Decatur property. A notice still has to be placed in the newspaper offering the site for sale. It is hoped that the Board will be able to accept an offer for sale at its next regularly scheduled meeting.

**Edwardsville Vacant Lot:** June 18, 2013 is a key date in the contract. Either the developer can cancel the agreement prior to June 18<sup>th</sup> or he can request another extension of the contract. If he does not cancel before June 18<sup>th</sup>, the earnest money will be transferred to IHLS. If the developer closes at a later date, the earnest money will be credit as part of the total purchase price. If the developer cancels after June 18<sup>th</sup>, IHLS still keeps that money. IHLS has also signed the Special Warranty Deed which legally transfers the property from LCLS to IHLS.

**New Business:**

**Staff Placement if Decatur Property Sells:** Leslie reported that she had met with staff at Decatur. The Facility Plan included locating office space in Decatur for Office Staff. This is still a valid option. Another option being explored is having some staff work from home part of the week and drive to Champaign two or more days a week. This option would save money. Considerations would include how to handle Internet and telephone connections from each employee's home and management of those staff. Approximately 5.2 FTEs would be affected. Joan Bauer will be moving to Champaign. It was mentioned that the option of telecommuting is not a change in direction from what was originally proposed, but just another option being explored. The date that Operations Staff will move to Champaign will depend on when the new owners want to take possession of the property. The goal is to have them moved before schools begin which results in an increase in delivery volumes.

**Announcement:** The next meeting will be held on July 9, 2013 at 4:00 p.m.

**Adjournment:** J Hasten proposed adjournment and G. Trammel seconded the motion. The meeting ended at 4:58.