



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING

Wednesday, June 17, 2015, 4:30 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

MINUTES

Attendees:

James Matthews-Present
Karen Bounds - Present
Jacob Roskovensky - Absent
Nancy Huntley-Present
Valerie Green - Absent

Other Attendees:

Kimberly Townsend
Leslie Bednar

Call to Order – Jim Matthew called the meeting to order 4:35 pm

Roll Call

Public Comment-no public comment

Approval of May 20, 2015 minutes - Nancy Huntley motioned, Karen Bounds seconded.
Approved by roll call vote.

SHARE/Dream Grant Update

- Memorandum of understanding went out – We do not want members' fees to be unexpected
- Finance department's goal is to go out at end of July
- Expect 8 transitional members to go live at beginning of school year – several more in the summer
- Lesley Zavediuk is a SHARE staff now



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Administrative Updates

Operations:

- Discussed 14 vehicles have gone through surplus, 1/3 of the vehicles have received bids, will start process again in July
- FY15 Budget includes the purchase of two staff vehicles. We will order 5 of the delivery vans.

Facilities: No meeting this month

- Ordered a new appraisal for the CH building \$620,000.00 received for building
- Roof appraisal – 20 year roof \$128,000.00 estimate received
- Karen Bounds – decision of the board may be to get rid of building as-is as close to price and move delivery elsewhere. Can become part of the long-term plan.

Grants:

- Pursued the possibility of joining ILA as a corporate member. We can now be a corporate member at a rate of \$1,000.00 which will allow utilize ILA's 501(c) 3 number in grant applications. We have paid this fee.

Staffing:

- Lesley Zavediuk /Joe DeVillez/Sue Pearson – all now have new titles Share Circulation and Resource Sharing specialist.

Open Meeting Act – N/A

Committee Updates

Membership and Policy – No quorum last week. Covered some proposed language updates to the bylaws to section 10.

Finance - Finance is meeting tomorrow.

Personnel - Chair is not in attendance.

Facilities - Nothing additional

Long Range Planning –

- Did meet looked at the result of the focus group and all will be presented to the board for Tuesday.



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- Retreat on July 8 and 9.
- Reviewed a draft report of the staff survey and member survey and will be coming out soon.
- Facilities plan – asked consultants if they were interested in participating – they provided us with a proposal which will go to the Long Range Planning committee decision pending on the budget.

(Nancy Huntley has to sign off (another meeting) – no other voting necessary)

Nominating Committee – Board officers will be provided on the next agenda.

Unfinished Business

2015 Annual Meeting 50th Anniversary Systems in Illinois - Meeting June 23rd in Champaign. Plans to attend. Working on project to showcase the value of the Dream Grant at this meeting.

RAILS Membership Standards Process - RAILS letter we are comfortable with the new version. We will go to the board for their approval.

New Business:

Letter from ISL & Response to ISL regarding FY2016 SAPG Application

- Acknowledged from ISL to IHLS that two points were correct
- We plan to resubmit our application to provide a cleaner version
- The work we are doing is exactly what the state library wants us to do that addresses all of their objectives.
- Most of the impact in terms of time are some changes with regards to financial narrative mostly for the special revenue funds and consistent format through the entire document.

Focus Group Report:

- As soon as this goes to the board this will be posted on the website.

Review June Board Agenda:

- See attachment –
 - No exec committee report
 - Unfinished business – closed minutes not complete – not an action item update only
 - Operations Committee – Jacob wants to bring language to the board. Changing facilities committee into an operations committee. He has



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provided a draft – this will be the first reading of the change and as for additional comments – send to Leslie in the interim. New team can bring in July as second reading.

- Letter needs to be an action item – RAILS
- New business
 - Holiday schedule (pull – include July 4th)
 - Board Meeting Dates and times (held until August in 2014), can we publish Tuesday at 5pm.
 - Retiring Board Members (Val to start meeting in July)
 - Setting an agenda ... who will meet? Only one left on Executive Committee – Valerie Green.
 - Valerie will be presiding over retiring board members, will try to make sure she has time to think about how she will conduct the meeting.
 - Jim to appoint someone from the board who is left to be on the nominating committee. Decide prior to the July meeting to determine if they want to be on the ballot before July.
- Add this to the agenda - Conversation – appealed to Karen if she could stay on the LR Planning committee until complete. Plan to add this to the board agenda. Karen will not be attending the retreat due to prior engagement.

- **Public Comments**
- **Announcements**
- **Adjournment** – Jim Matthews closed the meeting at 6:04 pm.

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