

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: November 20, 2014
RE: Substitute Pay to School Districts for School Board Member (i.e. IHLS Board of Directors) Representative

As we move into our long range planning process, there will be occasions when board members will be asked to participate in meetings during the workday. This can pose a scheduling challenge for members of the board and it can be especially problematic for school library representatives on our board. School districts allow for a limited number of professional days a school librarian may utilize each school year, and oftentimes the district will hire a substitute to cover library duties when the librarian is not present. The Bylaws include a provision for expenditures related to board attendance in Article IV, Section 6 (Board of Directors, Economic Interest) which states:

The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

To encourage participation in organizational activities the Illinois School Library Media Association (ISLMA) reimburses the school agency for substitute pay for ISLMA leadership when those individuals are on official organization business such as representing ISLMA at a conference. (ISLMA board meetings are generally held on Saturdays.) Attached please find ISLMA board minutes from 2012 that reference this practice.

Individual school districts set the rate for substitute pay, and it can range from approximately \$80 to \$110 per day.

The IHLS FY2015 General Fund Budget includes allowances for board member travel expenditures and can also accommodate substitute pay should the board determine this is an acceptable practice.

Twenty percent of the IHLS Board of Directors are school library representatives. School libraries comprise the majority of our membership by library type. Please consider reimbursement to the agency for school library representatives on our board to attend long range planning (and other appropriate) board meetings.

Thank you.

MINUTES
Board of Director's Meeting
Illinois School Library Media Association
January 14, 2012
9:30 a.m.

Location: Metea Valley High School, Aurora
Host: Deb Turner

Voting Board: Sarah Hill, President; Christine S. Graves, President-Elect; Jeremy Dunn, Past President; Jennifer Bromann-Bender, Secretary; John Moranski, Treasurer; Angie Green, Erin Wyatt, Jason Janke, Christy Semande, Board Members.

Corporate Management: Kay Maynard, Executive Secretary; Caroline Campbell, Financial Secretary

Function Area Representatives and Guests Present: Lisa Perez, PD Function Rep.; Mary Jo Matousek, Continuing Ed.; Patti Fleser, Communications; Barb Lund, Recertification; Debbie Turner, Policy; Lou Ann Jacobs, Legislative Advocate; Leslie Forman, IRC Liason, LBSS Endowment Fund; Gale Janz, ICE Liason; Jeanne Lehfink, Archivist

I Call to Order – President Sarah Hill called the meeting to order at 9:31 a.m.

I. Introductions

II. Changes and Approval of Agenda

Motion: Jason Janke moved that the agenda be approved. Seconded by Erin Wyatt. Approved.

III. Approval of Minutes from previous meeting

Under Budget & finance it should read John Moranski said. Change Carolyn to Caroline.

Motion: Chris Graves moved that the ISLMA board approve the minutes as amended from the October 15, 2012 meeting. Seconded by Jeremy Dunn. Passed.

IV. Consent Agenda

- A. Account balances
- B. Budget Report
- C. Executive Secretary
- D. Expense List
- E. Income and Expenses
- F. 2011 Conference Eval.

- G. Board Polls
- H. Financial Secretary
- I. National Board
- J. LBSS Endowment Fund
- K. Past president
- L. Standards
- M. Legislative Advocate

Motion: John Moranski moved that the consent agenda be approved. Seconded by Jeremy Dunn. Passed.

V. Reports Requiring Discussion

A. Communications

Patti Flesser reported. Someone is needed to help set up the booth for the ICE conference. Jason Janke offered to help. A sign-up sheet was passed around. A message would be sent to ISLMA members. The question about using electricity for Internet usages was discussed. It would cost \$100. Wireless is free. It was recommended to purchase a laptop for conferences. It was suggested that people bring their own laptops and that a computer might not be necessary. Jason Janke asked what we were going to do at the booth. How can media specialist support you? Patti shared the purpose. It was suggested that a slide show could be running. Lisa Perez talked about what her group of librarians are doing. It was suggested that maybe ISLMA could sponsor people to attend and help run the booth in the future. There was a discussion about electricity and having members man the booth. The board approved \$100 for electricity

B. President

It was reported that Jacob is replacing Fran as the marketing rep. The ASL affiliate assembly is in Dallas. Sarah was asked for a report. School librarians are being dropped and having to justify their role. Members were asked to e-mail any ideas.

Anna from ILA said that only about a dozen ISLMA members took advantage of the membership discount. ISLMA should push the discounted rate more. Caroline was going to send out an e-mail. Patti Fleser asked if it was on web site or newsletter. Sarah Hill was going to put it on Facebook.

C. Professional Development

Lisa Perez discussed webinars. CPDUs are needed in special education. The last webinar was not as highly attended as hoped. About 20 were in attendance. The committee will watch the attendance at the next webinar to determine if they should be offered monthly or less frequently. There was a question about whether we still have the room in Learn Central. Learn Central went away but the room still exists and migrated to Blackboard. Barb Lund is handling the CPDU part of it. About half of the attendees get them. Kay Maynard said that you have to give new things time. There were concerns about pulling back so soon. It was suggested to give time for it to develop. Chris Graves asked if people asked for archives later. Christy Semande suggested including something in the booth at the mini conference. It was suggested to have a fake room open for webinar at conference.

Lisa gave a spring mini conference update. They are getting proposals together. 100 people responded to the Survey Monkey survey. Erin Wyatt is hosting the Northern Illinois conference. The dates are Saturday, April 21 and 28. They are keeping it simple with low organization and no booths or vendors. It is not competing with the main conference. There will be three different classrooms for 45 minute presentations. Attendees will go home with takeaways. A continental breakfast will be served. It is not a money making endeavor. The registration fee will be \$20. There is a call for proposals. Reminders were and will be sent out and end February 17. They are hoping to get new people to present. Two committees were put together for each site. Caroline asked about late registration. People may pay at the door. Patti recommended independent bookstore booktalks.

VI. Reports Requiring Action

A. Budget and Finance

John Moranski reported that the only action was that the audit needed to be approved.

Motion: The Budget/Finance committee moved that the audit completed by Willock, Warning & Co. be approved. Approved.

B. President-Elect

Leadership Day will be June 18 or 19. The location is being discussed. The estimated cost is \$5000 which has been set aside.

The Conference manual is out of date. The conference has changed. Christine Graves suggested a task force should be created to look over and update the manual. It could be used for new people taking over. The protocol was posted and Barb Lund is willing to head it up. \$300 would be the suggested starting budget. The conference task force has a \$1500 line item. There was a discussion on the cost needed and available. A draft could be a possibility by June-August. More money may need to be requested when budgets are created. The motion amount was changed to \$1000.

Motion: Christine Graves moved that the board approve the Leadership Day Planning Protocol with a budget of no more than \$5000. Seconded by Jeremy Dunn. Passed.

Motion: Christine Graves moved that the board create a Conference manual Revision Task Force to revise and update the conference manual with a beginning budget of \$1000. Seconded by Christy Semande. Passed.

Motion: Christine Graves moved that the board approve Barb Lund as chair of the Conference Revision Task Force. Jeremy Dunn seconded. Passed.

C. Task Force to Explore Future Conferences

Gail Janz reported. There was a discussion on the background of the conference committee and evaluations. We need to accommodate both sides of Illinois. The report covers everything. There was a discussion about having the conference every other year. It was suggested that it might eliminate people if every other year. Jeremy Dunn mentioned that it really is every other year for most people. Kay Maynard said that people might not join if there is not a conference and that many join because of it.

Motion: The Task Force to Explore Future Conferences moved that The Task Force to Explore Future Conferences be disbanded.

D. Intellectual Freedom

There was a discussion on intellectual freedom and conference presentations. It was mentioned that there is an intellectual freedom section on the ISLMA web site. It was suggested that there should be a task force to work on the presentation for next conference. It was decided that you do not need a task force if the presentation is agreed upon. If you are producing a tool kit on the web site and it is official then you would need a task force. A statement on intellectual freedom is on web site. A statement may produce more weight of coming from ISLMA. Kay Maynard said that most members don't realize we have an intellectual committee. There was concern that our members don't know who to turn to with questions and issues. Jeremy mentioned most issues are not shared. They are done internally or taken off the shelf. Some libraries have policies where you must contact state or national organizations.

E. Policy

Deb Turner started a discussion on the purpose of the committee. The Readers Choice Award Function Rep provided insight into difficult language barriers with the policy and calendars. Everyone is doing their calendar. They would like to try to get an individualized calendar. Every year the timeline may change depending on who is on committee. It was suggested that they might wipe out the timeline calendars for book awards and have one master calendar for all three. It was suggested to use the words "done by". Then the committees would have until that day to get done. If they finish they can move on. They can set up their own timeline. There was further discussion about dates and how they affect other work that needs to be done such as registration and voting. Patti Fleser also suggested that the web sites should look more consistent for each award. There was also discussion about the number of books the committee members should read and how it is stated.

Motion: The Policy Committee moved that the ISLMA board approve the revision of the language stated in 4040.212 #7 to "The list of 50 should go to readers by December. Each volunteer reader is expected to read all 50 books on the semifinals list."
Approved.

Motion: The Policy Committee moved that a master calendar timeline, 4010.11, be added to the 4000 Readers' Choice Award section and remove individual calendars 4020.5, 4030.5 and 4040.5. Approved.

Motion: The Policy Committee moved that the ISLMA board approve the date change in 4030.3 #3 from February 14th to February 15th. Approved.

VII. Liasons

- A. IRC – Illinois Reading Council – The conference brochure was shared. Earlybird registration by February 1. There is a board meeting in 2 weeks. There is a need to communicate between intellectual freedom. Leslie Forsman reported.
- B. ICE – The conference is at the end of February. Members may have school off that Friday. Tech 2020 is in Springfield May 2.
- C. ISL – Illinois State Library
- D. Rebecca Caudill Award
- E. ILA Public Policy
- F. INAC – Illinois Network Advisory Council
- G. ISBE – Illinois State Board of Education
- H. ISLAC

VIII. Announcements

The next meeting will be on April 14 at Christy's school.

There was a question about sending a letter to the 11 National Board members.

Money would be donated in memory of Becky Trewartha. The money would go to the Dwight Township High School Library Fund. An announcement will be posted. It may say in the policy for ISLMA to donate funds or flowers for members who have been very active in the past. There was discussion about donations for members who have passed.

Motion: Christine Graves moved that the board donate \$100 to the Dwight Township High School Library fund in memory of Becky Trewartha in recognition of her long service to ISLMA. Passed.

IX. Adjournment

The meeting adjourned at 11:14 a.m.

Respectfully submitted,
Jennifer Bromann-Bender, ISLMA Secretary