



# Illinois Heartland Library System

Illinois Heartland Library System  
December 3, 2013 Board of Directors Meeting  
Illinois Heartland Library System – Edwardsville Office  
6725 Goshen Road, Edwardsville, IL 62025  
Phone: 618-656-3216  
6:00 P.M.

***You may also attend the meeting via v-tel at the following locations:***

Champaign Office: 1704 W. Interstate Dr., Champaign, IL 61822 217-352-0047  
DuQuoin Office: 500 S. Madison, DuQuoin, IL 618-985-3711  
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523-1327 217-424-2900  
Illinois State Library, Gwendolyn Brooks Building, 300 South 2<sup>nd</sup> Street, Springfield, IL 62701 217-785-5600

## AGENDA

- |         |             |  |
|---------|-------------|--|
| 6:00 PM | Action      | 1. Call To Order   |
| 6:01 PM | Action      | 2. Roll Call   |
|         |             | 3. Oath of Office  |
| 6:05    | Action      | 4. Approval of October 22, 2013 Minutes <b>(Attachment A)</b>  |
| 6:10 PM |             | 5. Financial Report  |
|         | Action      | a. Payment of Bills <b>(Attachments B &amp; C)</b>   |
|         |             | b. Financial Statements <b>(Attachment D)</b>  |
| 6:20 PM |             | 6. Public Comment  |
| 6:25 PM | Information | 7. Communications  |
|         |             | 8. Staff Report  |
| 6:30 PM | Information | a. Staff Activities <b>(Attachment E)</b>  |
| 6:35 PM | Action      | b. Staff Update <b>(Attachment F)</b>  |
|         | Action      | c. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))                         |
|         |             | d. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) |
| 6:40 PM | Information | 9. ISL Report <b>(Attachment G)</b>  |
| 6:55 PM | Information | 10. SHARE Report <b>(Attachment H)</b>   |
| 7:00 PM | Information | 11. Operations Report <b>(Attachment I)</b>  |
| 7:05 PM | Information | 12. Grants Report  |
| 7:10    | Information | 13. Membership Report  |
| 7:15 PM | Information | 14. IT Report  |

Champaign Office:  
1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Du Quoin Office:  
500 South Madison  
Du Quoin, IL 62832  
618-985-3711

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

## 15. Committee Reports

7:20 PM	Information	a. Executive
7:25	Information	b. Policy and Membership
7:30 PM	Information	c. Personnel
7:40 PM	Information	d. Financial
7:45 PM	Information	e. Facilities

## 16. Unfinished Business

7:50 PM	Information	a. Real Estate Update (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(6))
	Action	b. Executive Director (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))

## 17. New Business

8:05 PM	Action	a. Long Range Planning Committee
8:10 PM	Information	b. Committee Member Adjustments
8:15 PM	Information	c. December Board Meeting
8:20 PM	Information	d. Updated Organization Chart ( <b>Attachments J &amp; K</b> )
8:25 PM	Information	e. Job Descriptions ( <b>Attachment L &amp; M</b> )
8:35 PM	Action	f. Surplus List (Champaign) ( <b>Attachment N</b> )
	Action	g. IMRF Resolution ( <b>Attachment O</b> )
	Action	h. Nominating Committee
	Information	i. Staff Evaluation Process ( <b>Attachment P1 – P5</b> )

8:45 PM	Information	18. Public Comment
8:50 PM	Information	19. Announcements
9:00 PM	Action	20. Adjournment

*The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.*