



Illinois Heartland Library System

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Executive Committee

Meeting Minutes

January 25, 2016 1:00 p.m.

(via phone, Adobe Connect, and at the office listed below)

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Call to Order

Meeting was called to order by Leander Spearman @ 1:02 pm.

Roll Call

Members present:

Leander Spearman, Sarah Isaacs, Susan Justice, Sandy West, Tina Hubert

Others present:

Leslie Bednar, Kimberly Townsend

Public Comment

None

Approval of November 13, 2015 Minutes

Sandy West motioned to approve the prior meeting minutes. Susan Justice seconded. Motion passed.

SHARE/Dream Grant Update

Polaris upgrade went very well and completed ahead of schedule over MLK weekend. Continue to work with transitional members on migration to SHARE. Drafting SHARE Operational Guidelines which combine several different policies/procedures used for SHARE.

Administrative Updates

IT:

Planning the upgrade to Windows 10 internally. Deployment of TeamViewer to replace LogMeIn as a cost saving measure in the long term. Offsite backup has been improved and is more reliable. Edwardsville office bandwidth issues have been tracked down and fixed. Delivery iPad project ready to enter real world testing.

Deliveries and Operations:

LASA shared map of IHLS. Will be using the data to run possible routes with an emphasis on efficiency. Submitted with RAILS bid for ILDS contract. Met with lawyer about lease in DQ.

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

Grants and Membership:

Worked with Illinois State Library in encouraging public libraries to complete EDGE Assessment as part of their per capita application. Began our 4th year of membership certification on January 11th---this year there is the added component of making sure each library completes the ILL (Interlibrary Loan) Traffic Survey.

Staffing:

Completed, distributed and submitted Affordable Care Act, (ACA), reporting required by IRS. By not out-sourcing, HR saved IHLS \$5,000. Active shooter training scheduled for all locations.

Opening Meetings Act

IHLS received email concerning compliance with OMA, Freedom of Information Act and Library System Act.

Committee Updates

Membership and Policy: Did not meet

Finance: At January 22 meeting, discussed role of Finance Committee especially as it pertains to the Bylaws under committees and officers. Committee will meet prior to next board meeting as to how they will proceed at the regular February board meeting.

Personnel: Did not meet in January, however they met in December

Facilities and Operations: Great presentation with Randy Pearson from LASA. Randy sending a power point with slides to committee. Looked at using information from L2.

Nominating: Need to appoint new members of committee to fill the following positions: Public Library Trustee (Jim Fenton, Lynda Clemmons, George Trammell, Susan Justice), Public Library Representative (Leander Spearman).

Unfinished Business

State Budget Crisis and Projections: Will review projections for General and SHARE funds at board meeting and also discuss the revised FY2016 budget based on funding information. (Susan Justice left meeting at 2:37 p.m.)

Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)): Not necessary

New Business

Board Elections Process: One month past the point to bring together a nominations committee to solicit nominations for open board positions.

Review January Board Agenda

Public Comment

None

Announcements

None

Adjournment

Sandy West motioned to adjourn, Sarah Isaac seconded at 2:55 p.m. Motion PASSED.

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.