

Minutes of the Regular Meeting of the Transition Board for the Illinois Heartland Library System

Place: Hilton Garden Inn, Effingham, IL
Date: May 26, 2011
Attending: Karen Bounds, Valerie Green, Janet Hasten, Amy Ihnen, Katie Marsh, Linda McDonnell, JoAnn Nabe, Mary Ann Pohl, Bill Randall, Miranda Shake, Diane Steele, Anieta Trame, Tom Turner, Nina Wunderlich
Absent: Rochelle Funderburg
Others Present: Greg McCormick, Anne Craig, Bev Obert, Ellen Popit, Ramona Rollins, Amanda McKay, Juliette Douglas, Leslie Bednar, Jan Ison, Mike Szymkoski, Joan Rhodes, Richard Helton, *Diane Jomer*.
Call to Order: Called to Order at 6:05pm

Agenda Item	Discussion and Decisions
1. Public Comments	Joan Rhodes: Commented that it was difficult to make comments when the agenda only said "XXX". Also questioned whether it was appropriate to go into executive session without discussing specific people. Turner noted that specific people would be discussed, thus rendering executive session legal.
2. Minutes	It was moved by Steele and seconded by Pohl that the May 9, 2011 minutes be approved as written. Grammatical errors and omissions were corrected during discussion. Minutes passed with amendments during a roll call vote
3. Financial Report	Steele reported on the cash flow of all four systems as well as the project combined cash flow on June 30. It was noted that roughly \$2 million would be available at the end of June. It was moved by Bounds and seconded by Trame to accept the report as presented. The motion passed with a roll call vote.
4. President's Report	Turner reported his thanks and appreciation for the hard work of the members of the board and all committees. He noted that a lot of work has been accomplished in a short amount of time. He thanked Nabe for stepping into the Applications Review committee. He also noted that we would like the board to explore the idea of rotating the order in which roll is called during votes so that in the event of a tie, the same person is not breaking the tie.
5. Staff Report	Szymkoski reported that the property casualty coverage information was being collected to go out for bid.
6. Committee Reports	<i>Facilities Location Committee:</i> Helton presented the various locations in Effingham that are being considered. The first location (Keller Drive) is a basement rental; however, parking

might be minimal and the ceilings are low. Second property (Wenthe Drive) is the U of I Extension Office and features a shared conference room and a large parking area. Third location (Professional Park—Banker St.) features a shared kitchenette. There is also a heated warehouse that could be used in the future. There are several other properties that the committee is looking at as well and will be presented at the next meeting.

Search Committee: Turner reported that the committee met with the Bradbury's last week. He presented the job ad, which has been posted. The Bradbury's also presented a modified search schedule that could be modified even further. It is a national search, so the timeline is tentative. Ison reported that it has been posted to ALA and it has been requested that it be posted on the System Web sites.

Personnel Committee: Wunderlich presented Illinois Heartland Library System Paid Time Off, Resolution No: TBR 2011-24. Nabe pointed out that benefits should be awarded based on a consistent definition of "year", such as anniversary of employee date. It was proposed that "Years of service will be based on anniversary date" be inserted into the document. Ison suggested that the same statement is included in the other benefits be included in EAP. The statement is "Employees may be asked to share in the cost of the EAP_ program depending on the IHLS financial situation." Wunderlich moved and Randall seconded that the resolution be accepted with amendments. The motion passed with a roll call vote.

Wunderlich also presented Illinois Heartland Library System Service Credit, Resolution No: TBR 2011-25. After discussion, this resolution was tabled to the next meeting to address wording issues with regards to accrual of vacation.

Nominating Committee: Results of the election will be posted after everyone has been notified.

Executive Committee: Turner noted that IHLS cannot hire anyone at this time because IHLS does not legally exist and furthermore the Executive Director hires staff and the Board appoints or hires the Director. Turner presented Illinois Heartland Library System Staffing, Resolution No: TBR 2011-26. After discussion regarding the issue of awarding separation packages and questioning if this resolution would

	<p>prevent individual boards from doing so, Randall motioned and Wunderlich seconded to table the resolution. The motion to table passed with a roll call vote.</p> <p><i>Application Review Committee:</i> Bounds reported that the application committee met on Tuesday to review the job descriptions to begin the process of revising. They will utilize an online tool to help with the job description creation. Bounds presented Position Descriptions, Resolution No: TBR-2011-27 with Supporting Document No: TBD 2011-24. During discussion, it was suggested to change the resolution to read "may" instead of "will" with regards to experience. Bounds moved and Trame seconded that the resolution be accepted as presented with amendments. The motion passed with a roll call vote.</p>
<p>7. ISL Report – Anne Craig</p>	<p>Craig also noted and commended the hard work of everyone on the board and committees. She noted that Illinois Talking Book Centers' 3 year agreement is still in effect. The application for System merger has been approved and they eagerly anticipate the Area and Per Capita Grant application. She noted that payment delays are a possibility because of the situation with regards to the State's finances. She also stated that Systems must focus spending on the three priorities.</p>
<p>8. Unfinished Business</p>	<p><i>RFI – Medical Insurance:</i> Douglass reported that bids were opened on Monday at 11:00. The Business Managers determined that all responses were non-compliant. The Business Managers were able to arrange a conference call with all bid responders to give them a chance to ask any questions as well as provide the bidders with an opportunity to submit best and final offers. The bidders requested additional information; because of this, the committee might not have a recommendation available for the June 9 meeting and requested that a special meeting be considered.</p> <p><i>Annual Plan FY 2012:</i> Green reported that the System Directors, herself and the treasurer had met to discuss the annual plan. Green presented Resolution No: TBR 2011-28, with Supporting Document No: TBD 2011-25 rev. Wunderlich moved and Green seconded that the board accept the draft annual plan and authorize the executive committee to approve the final draft. The motion passed with a roll call vote.</p> <p><i>Budget FY 2012:</i> Steele reported on the progress of the development of the budget and noted that she pushed the</p>

	<p>committee to ensure that there was money in the reserve account. Several positions were cut in order to make the reserve line larger. Steele motioned and Shake seconded that Resolution No: TBR 2011-29 and the Budget document that the board accept the draft budget and fund allocations and authorize the executive committee to approve the final draft. The motion passed with a roll call vote.</p>
9. New Business	<p><i>IHLS Salaries re: Classification and Pay</i> Turner presented Resolution No: TBR 2011-30. Minor grammatical changes were made. It was moved by Bounds and seconded by Trame that the resolution be accepted with the minor grammatical changes. The motion passed with a roll call vote.</p> <p><i>Logo</i> Green presented Resolution No: TBR 2011-31. Steele motioned and Bounds seconded that the resolution be accepted as presented. The motion passed with a roll call vote.</p> <p>July 14 will be the first board meeting for the IHLS Board. An orientation session will be held in Effingham on June 15 at 6:00. The board members will be invited to attend the meetings on June 9 and 30.</p>
10. Announcements	<p>It was reported that IMRF has the items submitted by the Systems.</p> <p>The next meeting will be June 9, 2011, Hilton Garden Inn, Effingham, IL 6 PM</p>

The meeting was adjourned at 9:32.