

Illinois Heartland Library System
Transition Board of Directors
May 26, 2011; 6 pm
Hilton Garden Inn; Effingham Illinois
AGENDA

1. Call to Order

2. Roll Call – Recording Secretary

3. Public Comments

If a member of the audience desires to speak to the Board, sign in and give to a System Staff member. When making a comment, please state your name, affiliation and nature of your business. Please limit your time to 3 minutes.

4. Minutes

May 9, 2011 Meeting

5. Financial Report

6. President's Report

7. Staff Report

8. Committee Reports

Facilities Location Committee -- Dick Helton

Search Committee – Tom Turner

Document No: 2011 – 27 – Executive Director Position Ad

Document No: 2011 –28 – Executive Director Search Schedule

Personnel Committee – Nina Wunderlich

Illinois Heartland Library System Paid Time Off

Resolution No: TBR 2011-24

Illinois Heartland Library System Service Credit & Sick Leave Carry Over

Resolution No: TBR 2011-25

Other personnel committee recommendations

Nominating Committee – Janet Hasten reporting

Executive Committee – Tom Turner

Illinois Heartland Library System Staffing

Resolution No: TBR 2011-26

Application Review Committee --

Position Descriptions

Document No: TBD 2011-24

Educational and Experience requirements of Internal Candidates

Resolution No: TBR 2011 27

Executive Session – Personnel issues related to employment, salaries and benefits.

The Illinois Heartland Library System Transition Board 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 of the current Library Systems at least 48 hours prior to the start of the meeting with your specific request.

9. ISL Report – Greg McCormick; Lawren Tucker
10. Unfinished Business
 - a. RFI – Medical Insurance
Update on the Bidding Process
 - b. Annual Plan FY 2012 -- Val Green
Resolution No: TBR 2011-28; Document No: TBD 2011-XX
 - c. Budget FY 2012—Diane Steele
Resolution No: TBR 2011-29; Document No: TBD 2011-XX
11. New Business
 - a. IHLS Salaries re: Salary Rates
Resolution No: TBR 2011-30
Logo
Resolution No: TBR 2011-31
Set date for the first meeting of the IHLS Board Meeting and Orientation session.
12. Announcements
Next Meeting: June 9, 2011, Hilton Garden Inn, Effingham, IL 6 PM

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

Place: Hilton Garden Inn, Effingham, IL
Date: May 9, 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
Other's Present: Greg McCormick, Lawren Tucker, Bev Obert, Nina Pals, Ellen Popit, Donna Schaal, Ramona Rollins, Amanda McKay, Juliette Douglas, Leslie Bednar, and Jan Ison
Call to Order: Called to Order at 6:05pm

Agenda Item	Discussion and Decisions
1. Public Comments	No members of the public wished to comment.
2. Minutes	It was moved by Green and seconded by Steele that the April 26, 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 that there was no cash flow report available for this meeting; however, cash flow report for all Systems at next meeting would be available for the next meeting.
4. President's Report	Turner reported that Mary has withdrawn from the Building Committee. Richard Helton has stepped in on the Building Committee. Turner requested that the final meeting of the Transition Board be a face-to-face meeting with a celebration afterward. He also requested that the Planning Committee, and incoming board members, and other supporters be invited as well.
5. Staff Report	Ison reported that the position descriptions are being developed by Obert and that Ison is taking care of the personnel portion of the merger application. Reported that all documents have been submitted.
6. Committee Reports	<p><i>Nominating Committee:</i> Nina Pals reported the slate of candidates to consider for nomination to the Board. Steele wondered why not all candidates were put on the ballot. Pals explained that there will be 5 positions to be replaced each year so there will be additional opportunities for interested people to participate. Pals also noted that the slate was constructed with geography in mind.</p> <p>It was moved by Pohl and seconded by Marsh that the slate of candidates for IHLS Board be accepted as presented.</p>

	<p>There was no discussion. The motion passed with a roll call vote.</p> <p><i>Facilities Location Committee:</i> Turner noted that the committee is looking at various locations, including locations in Effingham.</p> <p><i>Search Committee:</i> Turner reported that the committee received 3 responses to the request for bids for a search firm for the Executive Director search. The bid from Bradbury and Associates was the low bid with a range of \$14,000 not to exceed \$18,000. It was moved by Bounds and seconded by Nabe that the bid from Bradbury and Associates be accepted. There was no discussion. The motion passed with a roll call vote.</p> <p><i>Personnel Committee:</i> Wunderlich reported on the process of combining philosophies of four institutions. The method that the committee chose was to use the Shawnee personnel code as the template and work to meld each System into one. In an effort to streamline the actual document, many supplemental materials are being placed in an appendix.</p> <p>Wunderlich moved and Randall seconded that the Illinois Heartland Library Employment Definitions, Resolution No: TBR 2011-22, be accepted as presented. During discussion, there were minor corrections regarding grammatical issues. "Exempt" will be removed from the first item. Nabe questioned the fact that the 20-29 hour/week part-time employees should have pro-rated time off. She noted that receiving sick leave was especially important. The motion passed with a roll call vote with Bounds, Green, Hasten, Ihnen, Marsh, McDonnell, Pohl, Shake, Steele, Trame, Turner, and Wunderlich voting aye, Nabe voting no, and Randall abstaining.</p>
<p>7. ISL Report – Greg McCormick; Lawren Tucker</p>	<p>Tucker reported that the additional documentation arrived today for the application. The board should hear soon regarding the acceptance of the application to merge.</p>
<p>8. Unfinished Business</p>	<p><i>Illinois Heartland Library System Benefits</i> Ison presented Document No: TBD 2011-12. There are no changes and the directors will review during a meeting tomorrow. Greene questioned whether the chart has been prepared. It has and will be sent to the board shortly.</p> <p><i>Illinois Heartland Library System Salary Scale</i> Steele moved and Bounds seconded that Resolution No:</p>

	<p>TBR 2011-23, with Supporting Document No: TBD 2011-13, be accepted as presented. During discussion, minor grammatical corrections occurred. Steele asked if, for budgeting purposes, the mid-point of salary range was being used and what salary classification is being used for each position. It was confirmed that the mid-point was used for budgeting and Obert asked for an additional week to get the number of each position used for salary classification out of respect for sensitivity for staff. It was also requested that the word “scale” be changed to “range”. The motion passed with amendments with a roll call vote.</p>
<p>9. New Business</p>	<p><i>Executive Session</i> Steele moved and Marsh seconded that the Transition Board move into closed session to discuss personnel issues related to employment, salaries, and benefits. The motion passed with a roll call vote. The board adjourned to closed session at 7:08pm.</p> <p>The board returned to open session at 9:22 p.m.</p> <p>Hasten moved and Randall seconded that the directors be authorized to take application for and to hire the following positions for employment, effective July 1, 2011: LLSAP Manager, LLSAP Support, Cataloger, Cataloging Support, WebJunction Coordinator, Web Junction Assistant, OCLC Billing Manager, Director BPH, Machine Advisor, Machine Clerk, Delivery/Site Supervisor, Delivery Assistant, Delivery Driver, Page/Sorter. In addition, all other positions will be posted and initially available to internal candidates. The motion passed with a roll call vote.</p> <p>The Staffing Committee was established. Steele, Marsh, Shake, Green, Bounds plus four system directors to work on other positions to be filled as soon as possible.</p> <p><i>IHLS Fund Descriptions</i> Steele motion and Traeme seconded that Resolution No: TBR 2011 – 24 with Supporting Document No: TBD 2011-23 be accepted as presented. The motion passed with a roll call vote.</p> <p><i>Position Descriptions</i> Document No: TBD 2011-24 was presented for information purposes only and will be considered by the board at a later time. The board wishes to have more details provided by the directors.</p>

	<p><i>Annual Plan FY 2012</i> Green presented Document No: TBD 2011-25, which is for information purposes only. Green asked for consideration of the document as well as feedback at a later time.</p> <p><i>Budget FY 2012</i> Steele presented Document No: TBD 2011-26, which is for information purposes only. Steele asked for consideration of the document as well as feedback at a later time. A more detailed budget will be presented at the May 26 meeting. Albers provided assumptions for the delivery budget. Bednar will send delivery budget plus additional vehicle information to the board.</p>
<p>10. Announcements</p>	<p>Juliette Douglas announced the Medical Bid went out and hope to have recommendations at the next meeting.</p> <p>Upcoming Meetings: May 26, 2011 – Video Conference – It was recommended that this be changed to an in person meeting, location to be determined. June 9th meeting in person at Hilton Garden Inn, Effingham. June 30th meeting in person at Hilton Garden Inn, Effingham.</p>

Meeting was adjourned at 9:56 pm.

EXECUTIVE DIRECTOR – ILLINOIS HEARTLAND LIBRARY SYSTEM

Become a vital part of the future—the future of library service in the Illinois heartland! The Board of Directors of the newly formed Illinois Heartland Library System (IHLS) seeks an experienced and energetic leader to help take its multi-type member libraries to new levels of effectiveness—developing partnerships and sharing resources in pursuit of excellent service.

[Illinois Heartland Library System](#) was formed by the merger of Lewis and Clark, Lincoln Trail, Rolling Prairie and Shawnee library systems in April, 2011 under a plan approved by the Illinois State Library. The new System covers 44,322 square miles with 594 member libraries—38 Academic, 231 Public, 260 School and 65 Special—located throughout central and southern Illinois. With a projected \$18 million annual budget and 70-75 system employees, IHLS is a membership-driven organization with a vision to build on the strengths of its diverse members to create a future where all libraries and information partners collaborate to provide accessible and innovative services throughout the 58-county area. For additional details on the region and its libraries see [Illinois Heartland Library System Links](#).

Responsibilities. As chief administrative officer, the System Executive Director reports to a 15-member Board composed of representatives from member libraries and has overall responsibility for implementing the policies and programs of the System and directing and leading all operations and activities. Responsibilities include: organizing and administering the System's resources to carry out its mission, vision, and strategic goals; providing effective leadership in implementing long-range planning; developing and maintaining an effective communication program; strengthening current funding sources, seeking additional revenue sources and overseeing sound financial practices; developing and maintaining effective training, consulting and continuing education programs; maintaining effective relationships with member libraries and other organizations—both public and private—such as the Illinois State Library, professional library organizations, state and federal legislators; and representing IHLS's interests by participating in library activities at the state and national levels. The detailed job description can be found at [IHLS Job Description](#).

Qualifications. A Masters Degree in Library Science from an ALA-accredited library program; and a minimum of eight (8) years of progressively responsible library experience, four (4) years of which must have been in an administrative capacity. Desired attributes, skills and abilities include: good listening skills, responsive to the needs and concerns of staff, member libraries, and communities; experience in developing an annual budget proposal linked to Board policies and priorities; proven success working with a state funding structure; vision; an openness to creative and innovative solutions; and a dedication to library technology innovations and efficiencies. Experience reporting to a governing board, experience as a system director, knowledge of Illinois library systems structure, function, and relationship to the Illinois State Library are highly desirable.

Compensation. The starting salary range is \$90,000-\$125,000 (dependent upon experience and qualifications) with a competitive benefits package.

For further information, contact [Dan](#) or [Jobeth Bradbury](#) at Bradbury Associates/Gossage Sager Associates. Apply via email with a meaningful cover letter and resume as Word or pdf attachments to [Dan Bradbury](#), or [Jobeth Bradbury](#). The position closes **July 5, 2011**.

**MODIFIED SEARCH SCHEDULE for ILLINOIS HEARTLAND LIBRARY SYSTEM
EXECUTIVE DIRECTOR¹**

May	Consultants confer via telephone with the Search Committee to review the search methodology, job description, marketing plan and search schedule. Consultants interact via email with the Transition Board, administrators and other stakeholders to gain input on key attributes needed for the position. Final ad/announcement submitted for review and approval by the Search Committee by May 18.
May 20	Final ad approval.
May 23- July 5	Consultants post the position in various State and Association placement centers. Initiate nationwide networking and telephone contacts to identify qualified candidates. Obtain additional nominations from library leaders. Follow up on responses. Continue regional and national networking and telephone contacts to identify qualified candidates and obtain additional nominations.
May 30- July 12	Schedule and conduct pre-screening interviews with candidates to be completed July 12.
July 5	Applications close.
July 12	All cover letters and resumes sent to Search Committee by July 12.
July 20 1:30pm	Meeting with Search Committee in Effingham to review resumes and interview notes. Top three to five candidates recommended for interview and dates finalized for on site interviews. Candidates notified.
August 5	Reference interviews completed and reports prepared for the Search Committee.
August 8,9	Finalist candidate interview dates at IHLS headquarters .
August 9	Selection of finalist and negotiations initiated. Background check initiated.
August 16	Negotiations and background check concluded. Candidate offers notice to current employer.
September- October	New Executive Director available to start. (Depending on required notice period)

Resolution No: TBR 2011- 24

Subject: IHLS Paid Time Off

Recommended By: Personnel
Committee

Date: May 26, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Personnel Committee of the Transition Board of the Illinois Heartland Library System met on Wednesday May 11 & 18, 2011 to continue their work. As part of that work the committee reviewed sections of the Personnel Code relating to Paid Time Off. In addition the committee used the work of the Due Diligence Documents to understand current Paid Time Off benefits. The Personnel Committee recommends that the following Paid Time Off benefits be adopted for the Illinois Heartland Library System

All paid time off will be available for employees who work 30 or more hours per week.

Vacation Leave

Professional Staff will accrue 20 days of vacation each year during the first through 15th year of service. One additional year of vacation will be added for each year of service for years 16-20. No employee can accrue more than 25 vacation days for any one year of service.

Support Staff – will accrue 20 days of vacation each year during the first through 10th year of service. One additional year of vacation will be added for each year of service for years 11-25. No employee can accrue more than 25 vacation days for any one year of service.

Sick Leave – 12 Sick Days per year with no maximum limit

Bereavement Leave -- A maximum of five scheduled workdays is available for the funeral and bereavement of a spouse, domestic partner, son, daughter, parent, sibling, grandchild, grandparent, other relative residing in the employee's household, and all parallel step, foster, and in-law relationships. Household" includes anyone maintaining a family relationship living in an employee's home or any situation in which the employee is serving in loco parentis (a person who has put himself/herself in the situation of a lawful parent by assuming the obligations incident to the parental relation).

Personal Leave -- 3 days per year which must be taken during the year or will be lost.

The Illinois Heartland Library System Transition Board resolves to adopt the Paid Time Off benefits for Vacation Leave, Sick Leave, Bereavement Leave and Personal Leave as described in this resolution.

Resolution No: TBR 2011-25

Subject: IHLS Service Credit & Sick Leave Carry Over

Recommended By: Personnel Committee

Date: May 26, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The current library systems have many dedicated employees. Over the years of employment those employees have earned service credit (number of years working for the organization) and sick leave. The personnel committee recommends that employees who will be offered positions in the Illinois Heartland Library System retain the service credit for purposes of vacation. The committee further recommends that all unused sick leave be carried forward to IHLS.

The Illinois Heartland Library System Transition Board resolves to carry forward service credit and unused sick leave to IHLS beginning July 1, 2011.

Resolution No: TBR 2011- 26

Subject: IHLS Staffing Revision

Recommended By: IHLS
Transition Board Executive Committee

Date: May 26, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Executive Committee met on May 20, 2011 to review and clarify the action taken at the Transition Board meeting on May 9, 2011 regarding offering positions. After lengthy discussion the Executive Committee of the IHLS Transition Board recommends that the Applications Review Committee work with the Executive Director to develop complete job descriptions for each position to be presented to the Transition Board for approval on June 9, 2011 and that staff be given a time to review the position descriptions and apply for additional positions based on those descriptions. The Committee further recommends that all staff of the current systems become staff members of IHLS through July 31, 2011. Finally, the Committee recommends that the process set in place with offering positions be completed following the previous actions.

The Illinois Heartland Library System Transition Board resolves that all current system staff will become part of the Illinois Heartland Library System on July 1, 2011 for the month of July and that the process for offering positions will be completed following the adoption of Positions Descriptions as per the action of May 9, 2011.

Resolution No: TBR 2011-27

Subject: Educational and Experience requirements of Internal Candidates

Recommended By: Applications Review Committee and Current System Directors

Date: May 26, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

Job offers will be made to current staff employed by the current systems in accordance with previous IHLS adopted resolutions.. New position descriptions are being written and in some cases the educational requirements for positions are higher than those of staff members that have been serving in those positions for many years. The IHLS Applications Review Committee and the System Directors recommend that when making decisions of position offers that the experience with comparable work in the current library system will carry more weight than the educational requirements listed for the position.

Example, a position may require an associate's degree, however the staff member to whom the offer could be made has no degree but 20 years of experience in a comparable position. The experience will carry more weight when the offer is made to the staff member.

The Illinois Heartland Library System Transition Board does hereby resolve that when offering positions to internal candidates, the experience and years of service in a position will outweigh than the educational requirements of the position.

Resolution No: TBR 2011- 30

Subject: IHLS Salaries re: Salary Rates

Recommended By: Executive Directors

Date: May 26, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

The Illinois Heartland Library System Transition Board has adopted a salary scale. Current staff salaries are at a rate that is comparable in most instances. However, there are some salaries that are either more or less than the newly adopted range. The following scenarios to explain current situations:

Scenario 1) If a person applies and is offered a position in IHLS for work that he/she is doing currently that is comparable to the position in IHLS and their current salary is more than the pay range in IHLS he/she keeps the current salary in IHLS even though the "maximum salary" in the adopted salary scale is less than the current salary. The salary would stay at the same level until a compensation study is completed and adjustments to the salary scale are made.

Scenario 2) If a person applies and is offered a position in IHLS for work that he/she is doing currently that is a comparable to the position in IHLS and their current salary is less than that the pay range for the position in IHLS he/she will be offered the position in IHLS at the minimum pay in the IHLS pay range. (NOTE this will be more than the person is currently making)

Scenario 3) If a person applies and is offered a position in IHLS for work that is different from what he/she is currently doing then the person's pay will be adjusted to the pay range at IHLS. For example if the person makes more than the new pay range he/she will be given a salary that is at the top of the IHLS pay range. (NOTE this will be less than the person is currently making)

The Illinois Heartland Library System Transition Board does hereby resolve that no staff member offered a comparable position in IHLS will make less than their current salary. Staff members making less than the salary for a comparable position will be raised to the minimum salary rate. Staff offered a different position will be paid according to the salary rate for the position.

Resolution No: TBR 2011-31

Subject: IHLS Logo

Recommended By: IHLS Board members

Date: May 26, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Illinois Heartland Library System will need a new logo that represents the work of the members and the organization. There are many talented people who might be willing to share ideas and designs for a logo with the Board and the staff. In discussion with several members of the Transition Board the thought was to invite individuals to submit designs for a professional log for the system.

The Illinois Heartland Library System Transition Board does resolve to request individuals to submit concepts, designs and ideas for a logo that will provide a brand for the system to show the interdependence of member libraries in providing service to the residents of the area. The Board further requests that submissions refrain from including a heart-based design. All submissions should be returned in electronic format to any of the current system directors no later than June 8, 2011 in order for the Transition Board to review.