



APPROVED BOARD OF DIRECTORS MEETING MINUTES

August 27, 2024
5:00 p.m.

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
Effingham Public Library: Effingham Public Library: 200 N 3rd St, Effingham, IL 62401, 217-342-2464
C.E. Brehm Memorial Public Library: 101 South Seventh Street, Mount Vernon, IL 62864-4114, 618-242-6322
Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, 217-782-2994
Zoom

3.1	Open Meetings Act Update	Roll Call - Carried
4.1	Approve the June 25, 2024, Minutes	Roll Call - Carried
5.1	Approve the July 10, 2024, Minutes	Roll Call - Carried
6.1	Approve the July 23, 2024, Minutes	Roll Call - Carried
7.1	Approve IHLS Department Updates	Roll Call - Carried
8.1	Accept the July 2024 Bills	Roll Call - Carried
14.1	Approve the Staff Report	Roll Call - Carried
18.1	Approve Board Committees	Roll Call - Carried
18.2	Approve the Ethics Committee	Roll Call - Carried

Call to Order

Karen Bounds called the meeting to order at 5:04 p.m.

Roll Call

Board Members Present:

Carbondale: Karen Bounds, Loretta Broomfield
Champaign: Sarah Hill, Emily Pickell
Edwardsville: Ryan Johnson, Linda McDonnell, Josh Short, Kristy Walker
ISL: Kristi Lear
Zoom: Ann Chandler, Kim Dykstra, Matt Greider, Michael Treece

Board Members Absent:

Frank Buckingham

Other Attendees and Guests:

Carbondale: Troy Brown, Ellen Popit
Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee, John Kirchner, Cassandra Thompson, Jill Trevino
ISL: Greg McCormick

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Zoom: Jennifer Baugh, Jace Cook, Casey Parr, Pam Thomas

Open Meetings Act (OMA) Update ([Attachment 3.1](#))

No discussion.

Matt Greider motioned and Ann Chandler seconded to approve the Open Meetings Act Update. Motion carried unanimously by roll call vote.

Approve June 25, 2024 Minutes ([Attachment 4.1](#))

No discussion.

Sarah Hill motioned and Linda McDonnell seconded to approve the June 25, 2024 minutes. Motion carried unanimously by roll call vote.

Approve July 10, 2024 Minutes ([Attachment 5.1](#))

No discussion.

Kim Dykstra motioned and Emily Pickell seconded to approve the July 10, 2024 minutes. Motion carried unanimously by roll call vote.

Approve July 23, 2024 Minutes ([Attachment 6.1](#))

No discussion.

Linda McDonnell motioned and Josh Short seconded to approve the July 23, 2024 minutes. Motion carried unanimously by roll call vote.

Department Updates ([Attachment 7.1](#))

Members expressed their appreciation for the new shorter format.

Ryan Johnson motioned and Ann Chandler seconded to approve the Department Updates. Motion carried unanimously by roll call vote.

Acceptance of July Bills 2024 ([Attachment 8.1](#))

No discussion.

Josh Short motioned and Matt Greider seconded to accept the July bills. Motion carried unanimously by roll call vote.

2024 Financial Report ([Attachment 9.1](#))

The Finance Director shared the following report. There was no discussion.

FY2025 Grants Status

IHLS has received written approval on the following FY2025 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - \$709,016, iLEAD Library Trustee Training (LTT) \$166,321, and Online Computer Library Center (OCLC) - \$175,573.

IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02.

July 2024 Financial Reports

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2025 Total Budget Remaining Percentage", represents the remainder left (based on percentage) of the "IHLS Approved FY2025 Budget". As of July 31, 2024, the target benchmark of the remaining budget should be 92% for all budget line items.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to date "YTD" Actuals are below YTD Budget by 88.9%. Total Expenses YTD Actuals are below YTD Budget by 19.3%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,593,031.11 represent 93.5% of the projection in the FY2025 budget. As of July 31, 2024, 27.3% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 20.2%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of July 31, 2024, the General Fund cash balance was \$4,686,157.42. This balance would fund IHLS General Fund operations for an estimated 9.0 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the special revenue grants for an estimated 7.7 months.

SHARE

Cash and Cash Equivalents as of July 31, 2024, the SHARE cash balance of \$2,507,465.93 represents \$1,086,725.42 of SHARE Reserve Funds, \$40,079.38 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,380,661.13 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 7.5 months based on the FY2025 operations budget.

FOIA Update

No discussion.

Bibliotheca, LLC (a private corporation) requested all vendor proposal and pricing received for the RDP for providing automated materials handling systems and related services. The request was completed in the time allowed.

Public Comment

None

Illinois State Library Report

Greg McCormick reported the System Area and Per Capita Grant (SAPG) and all grants to the system have been approved. \$27 million has been awarded in library grants in the last two weeks. There has been a new mechanism designed to announce grant information to state and local news media.

Communication

Free People Read Freely: Literacy, Inclusion and Democracy Symposium Update

A handful of system staff were able to participate in the Free People Read Freely Symposium held last week at the University of Illinois. It featured keynote speeches from authors Tony Diaz (El Librotraficante), George M. Johnson (All Boys Aren't Blue), and Clint Smith (How the Word is Passed: A Reckoning with the History of Slavery Across America). There were several academic presentations that dealt with diverse subjects like female celebrity book clubs, undocumented authors, the Education Justice Project, racial politics of literacy, intellectual freedom advocacy, and a performance by a university theater group of quotes from banned books. The symposium was created as a response to book-banning challenges, and it helped to center the focus on why intellectual freedom is a critical component of our American experiment. Thank you for supporting IHLS participation!

Staff Report

Staff Update ([Attachment 14.1](#))

Clarification was made that the salary increase includes the 3% staff salary increase approved by the board.

Ryan Johnson motioned and Ann Chandler seconded to approve new hires on the Staff Update. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

Executive

The committee held a routine meeting and discussed items later on in this agenda.

Budget and Finance

The committee met and held a routine meeting.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

Personnel

The committee did not meet.

Advocacy and Education

The committee did not meet.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The group started a podcast called Can't Shelve This.

Illinois Library Association (ILA)

The annual conference is six weeks away. This week, ILA has been working with representatives from Western University, which has decided to lay off all librarians. The plan is to mobilize a call to action to alumni and other concerned parties to present to the board. An article will be sent to the group. A nominating committee is being formed to elect new board members. The board will be looking at proposals put forth by the PPA. Keep an eye out for information in the coming weeks.

Illinois State Library Advisory Committee (ISLAC)

The committee did not meet.

Unfinished Business

FY2025 IHLS Strategic Planning

No discussion.

Staff are nearly at the end of the first stage (Learning). A Learning Report will be provided prior to the board retreat in September at the Effingham Public Library.

New Business

FY2025 Member-at-Large Recommendation

No discussion.

Kristy Walker was appointed as Member-at-Large.

Board Committees ([Attachment 18.1](#))

The members reviewed the Board Committees documents and suggested corrections.

Ethics Commission ([Attachment 18.2](#))

No discussion.

Ann Chandler motioned and Matt Greider seconded to approve the Board Committees with corrections and Ethics Committee. Motion carried unanimously by roll call votes.

IHLS Board Member Responsibilities ([Attachment 18.3](#))

Members expressed appreciation for all the documents being together and recommended including them in new board member information.

FY2025 Board Mentors and Mentees

No discussion.

The Board Mentors and Mentees documents will be shared with the board after the meeting.

FY2025 Board Meetings

No discussion.

The Effingham Public Library has been added as an additional attendance location.

Annual Meeting

No discussion.

The annual meeting is scheduled for Oct. 22, 2024, at the Champaign hub prior to the board meeting. Invitations will be sent out soon.

Agenda Building

Members discussed topics for the September board meeting agenda.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Adjourned at 5:43 p.m.