

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

August 14, 2024

Time: 3:00 p.m.

Call to Order

Karent Bounds called the meeting to order at 3:00 p.m.

Roll Call

Committee Members Present: Karen Bounds, Sarah Hill, Ryan Johnson, Linda McDonnell, Kristy Walker

Other Attendees & Guests: Troy Brown, Stacie Bushong, Matt Caskey, Ellen Popit

Public Comment

None

Approval of June, 2024 Minutes ([Attachment 4.1](#))

No discussion.

A motion and second were made to approve the June 18, 2024 minutes. Motion carried by roll call vote. Karen Bounds - yes, Sarah Hill - yes, Ryan Johnson - yes, Linda McDonnell - yes, Kristy Walker – abstain.

SHARE Update

Aspen implementations have gone live. Third party services such as Biblio+ and Konopy, as well as the Illinois Digital Archives are now able to be side loaded or integrated with Aspen. New libraries are beginning the SHARE implementation process. Staff from Bibliographic Services and the CMC (Cataloging Maintenance Center) has been active in creating a new cataloging mentorship program, called iCAMP (Illinois Cataloging Mentorship Program). A partnership has been formed with Library IQ for a group purchase for IHLS members and an agreement has been reached to offer IHLS members a group discount for Magic Desktop. It is anticipated that work with MessageBee will begin in August. Finally, the Administrative Services Department has been working to enhance database security with a special focus on student accounts.

Administrative Updates

Accounting and Human Resources

Accounting staff has closed expenses, revenues, and journal entries for FY2024 in preparation for the audit. Quarterly grant reports have been completed and submitted to the Illinois State Library. Annual

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billing has been completed for IHLS, SHARE and OCLC and documents have been prepared for the FY2024 audit. After being down a position, the Human Resources Coordinator started on August 5.

IT

A proposal was submitted to the Illinois Library Association's Public Policy committee to extend free high-speed internet to all Illinois Public libraries and has made it through the first round of evaluations. The data analyst is making great progress on simplifying the annual report and IPLAR data for libraries in SHARE. As API (Application Programming Interface) calls are being used for third party vendor communication, IHLS has proactively been troubleshooting to ensure smooth operation and as of 08/07/2024, issues appear to have been resolved.

Facilities and Operations

A special AMHS meeting was held with IHLS members to review next steps for the AMHS project, and a meeting was held on-site with Lyngsoe staff in Edwardsville to discuss the AMHS design specifics and review terms of the contract. Staff took advantage of a free Ameren Energy analysis to reduce usage at the Edwardsville location. A meeting was held with colleagues from RAILS and the Normal Public Library to prepare for a presentation for the Illinois Library Association.

Membership and Grants

The second year of the grant for the ILEAD Trustee Training Portal concluded with plans well underway for Year three. Eighteen IHLS library directors participated in Directors U between July 30 and August 1 with Kate Kite and other IHLS library directors serving on the committee and as mentors.

Administration

Work on the Strategic Plan development continued in July with three focus groups being held--two that included public library representatives and one that included representatives from special and academic libraries. In addition, an orientation was held for new IHLS trustees at the Hillsboro Public Library.

Open Meeting Act Compliance ([Attachment 7.1](#))

The Illinois State Library is still reviewing the minutes in question. Legal counsel recommended some language changes to discussions in minutes. The committee discussed changes to minutes to present to the full board.

Committee Updates

Budget and Finance

The committee met and held a routine meeting.

Membership and Policy

Committee did not meet.

Facilities and Operations

Committee did not meet.

Personnel

Committee did not meet.

Advocacy and Education

Committee did not meet.

Unfinished Business

Open Board Position

New Business

FY2025 Member-at-Large Recommendation

No discussion.

Kristy Walker has been recommended to be the Member-at-Large.

FY2025 IHLS Board Committee Assignments ([Attachment 10.1](#))

No discussion.

The committee reviewed the committee assignments and made a few corrections.

FY2025 Board Meetings

The Effingham public library will be added as an in-person meeting attendance location.

Executive Committee in FY2025

The committee will meet at 4:00 p.m. the second Tuesday of each month. In person locations will be the Effingham public library and the Edwardsville hub.

Ethics Commission

Matt Grieder will serve a 2-year term. Emily Pickell and Kristy Walker will each serve a 1-year term.

2024 Annual Meeting

The meeting will be held at the Champaign hub on October 22 from 3:00 p.m. – 4:00 p.m.

August Board Meeting Agenda ([Attachment 11.1](#))

Members discussed topics for the August board meeting agenda. It was recommended to change the order of some topics.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 3:56 p.m.