

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

October 22, 2024

Time: 1:30 p.m.

Call to Order

Karen Bounds called the meeting to order at 1:30 p.m.

Roll Call

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

Other Attendees & Guests: Leslie Bednar, Stacie Bushong

Public Comment

None

Discussion on Recording Minutes

The committee decided there is no need to record open meetings to remain compliant with the Open Meetings Act. It will also allow Secretary of State (SOS) employees to participate in our committee and board meetings.

Approval of August 14, 2024 Minutes ([Attachment 4.1](#))

Ryan Johnson motioned and Linda McDonnell seconded to approve the August 14, 2024 minutes. Motion carried unanimously by roll call vote.

SHARE Update

School member libraries are starting to go live on their catalogs. Staff is on track to complete all schools by the end of the calendar year. Oblong High School is the newest SHARE member.

Department Updates

Administrative Updates

The HR team continues to implement more Paylocity HR management tools. This is the time of year staff prefer to work on IHLS employee policies so they can be shared with the board at its November meeting. In addition, staff participated and presented at the Illinois Library Association (ILA) Conference and are collaborating with our broker on 2025 benefits renewal.

The finance team just completed first quarter grant reports, with all submitted to ISL before the deadline. Overall, annual collections are in excellent shape, and staff have followed up on outstanding annual invoices to ensure that everyone who has not paid has received a copy.

IT

The IT team completed the implementation and deployment of MessageBee and SMS notifications, including the final deployment stage, the Spanish language rollout. Led by a partnership with the Reaching Across Illinois Library System (RAILS), the broadband prioritization project for Illinois public libraries was accepted by ILA's Public Policy Committee as a priority project. Staff from both organizations followed up with a Broadband presentation at the ILA Conference. The hold routing table for SHARE libraries is being rewritten to accommodate libraries moving from one hub to another and to prioritize libraries that want to fill more holds.

Facilities and Operations

Our facilities team is involved with two capital projects: tuckpointing work at the Edwardsville office and a lighting update to improve energy efficiency at our Champaign office. The delivery team will soon be sharing more of the new style tubs with members and is collaborating with members and additional IHLS staff on barcode duplication for our members based on their agreement. We finalized the contract with Lyngsoe for three automatic materials handling systems and are ready to begin work with their implementation team.

Membership and Grants

The Membership team has been busy supporting libraries at the local and statewide level. They participated in a new networking group formed to serve the Marion County area and met with representatives of the Sandoval Public Library regarding possible system membership. Leah Gregory and her RAILS colleague Dan Bostrom (along with their committee) recently held the second annual School Library Workers Symposium. Leanne Furby showcased the achievements from year two of the Trustee Training platform for the Illinois State Library before the new components went live on ILA Trustee Day at the annual conference.

Administration

IHLS MarCom staff just completed a successful ILA Conference exhibit, where they announced our Marketing Microgrant. The Administration team is ready for our Annual Meeting on October 22 and is coordinating the remaining activities with the Alliance for Library Impact (ALI) on the 2024 IHLS Strategic Plan. ALI is gathering input on the draft strategic plan with IHLS staff on October 24 and with IHLS members in an online workshop November 12.

Open Meeting Act Compliance

None

Committee Updates

Budget and Finance

The committee held a routine meeting. There was a question posed about the compensation

procedure.

Policy & Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

Personnel

The committee met and discussed AI, Drug Testing, Compensation, and handbook updates.

Advocacy and Education

The committee discussed what they want the committee to look like and will wait until the Operational Plan is complete to create a committee charge.

Unfinished Business

Open Board Position(s)

Two positions are open. One is being filled at the October 22 board meeting. There is another person considering filling the other position.

FY2026 Nominating Committee

There are now three people committed to sit on the committee with two positions still to be filled.

New Business

Parliamentary Training ([Attachment 9.1](#))

The committee chose to implement several suggestions that came from parliamentary training. Special Rules of Order for virtual meetings, having the president vote last and not vote unless it is to determine an outcome, and stating your name before speaking. No motion to adjourn.

IHLS Board Member Position Description ([Attachment 9.2](#))

The committee discussed the content of the IHLS Board Member Position Description.

Support for Academic Librarians ([Attachment 9.3](#))

The committee recommends sending the CARLI Support for Academic Librarians statement to the full board for approval.

Executive Director Quarterly Evaluation

The committee discussed the Executive Director Quarterly Evaluation process and decided to apply the quarterly reports during the final evaluation. The Executive Director will continue to provide quarterly reports to the board. The committee will discuss goal setting at the November meeting.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 2:14 p.m.