

## **APPROVED EXECUTIVE COMMITTEE MEETING MINUTES**

November 14, 2024

Time: 4:00 p.m.

### **Call to Order**

Karen Bounds called the meeting to order at 4:00 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

### **Approval of October 22, 2024 Minutes**

Ryan Johnson motioned and Kristy Walker seconded to approve the October 22, 2024 minutes. Motion carried unanimously by roll call vote.

### **SHARE Update**

SHARE team members enjoyed presenting, learning, and networking at ILA, while also promoting SHARE and the CMC. In Aspen, staff are working on the next round of catalogs for school libraries and are still on track to have all member catalogs ready by the end of the year. Both the SHARE Executive Council, SHARE Bibliographic & Cataloging Standards Committee, and SHARE Circulation & Resource Sharing Committee met to review policies and procedures. The SHARE Executive Council approved a recommended change to cloudLibrary pay-per-use fund allocations for FY2026. The SHARE Circulation & Resource Sharing Committee also had an opportunity to ask questions regarding the AMHS project with Colleen Dettenmeier. The annual SHARE staff meeting was held virtually on October 31.

### **Administrative Updates**

#### Accounting

The Finance department completed the quarterly grant reports for OCLC and the financial portion for CMC and iLEAD LTT grants. Staff are working to collect annual SHARE and OCLC fees. Staff are creating any SOPs that haven't been developed yet and reviewing the ones that have. The FY2026 budget was created in OpenGov while preparing it for the budget season and forecasting.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Human Resources

Our HR team has been busy in key areas of responsibility this month. Including professional development and industry engagement, Recruitment and Onboarding, Benefits Administration, and Policy and Procedure Updates.

### IT

Two significant projects should be highlighted this month. The first is the completion of the SHARE IPLAR and data dashboards. The dashboards are visual data representations for libraries to use to gain further information and insight into their collections and patron transactions. These resources show months of work by our data analyst and are already receiving great praise for the time-savings they will give for the IPLAR report. The second project is the reconfiguration of the holds routing table for SHARE. The holds routing table is the “brain” behind which order libraries fill holds for other libraries.

### Facilities and Operations

The Delivery Team has continued to roll out the latest new-style tubs, with drivers conducting live demonstrations for library staff. To assist users, staff is creating an instructional video. Several staff members attended and presented at the ILA Conference. Tuckpointing work has begun on the Edwardsville building for maintenance. The upgrade to LED lighting in Champaign is also in progress, aiming to improve energy efficiency and lighting quality. Staff are addressing barcoding duplication and fading errors with the AMHS project. Staff participated in the recent library crawl, visiting several libraries to build collaborative relationships. The department was well represented at the annual meeting. It was a valuable opportunity to connect with stakeholders and gather feedback.

### Membership and Grants

The Membership Team contributed significantly to IHLS's presence at ILA. The Library Crawl was also an event---allowing staff to visit new libraries and meet library staff members. The Podcast "Can't Shelve This" created its third episode. An online Networking event was held for school library workers and staff attended the South-Central Networking group.

### Administration

Our admin team continues to support the strategic planning work initiated by the board. We had a productive IHLS staff meeting with the consultant to review the first iteration of the strategic plan. We improved the outreach to members regarding the spring IHLS Board elections by adding a member focused webinar hosted by two current board members. Staff participated in the 2024 AISLE (Association of Illinois School Library Educators) conference in Tinley Park.

### **Open Meeting Act Compliance**

None

## **Committee Updates**

### Budget and Finance

The committee held a routine meeting. They discussed bills including two bills that were pulled, and all bills were approved. Financial reports were moved forward to the board for consideration.

### Policy & Membership

The committee met and discussed membership updates.

### Facilities and Operations

The committee did not meet.

### Personnel

The committee met and discussed the employee handbook updates.

### Advocacy and Education

The committee did not meet.

### Nomination Committee

The committee met for the first time via Zoom, reviewed the committee charge, timeline and directions and set dates for their in-person meetings.

## **Unfinished Business**

### FY2026 Nominating Committee

Another system member has been identified to sit on the Nominating Committee and will be presented at the November board meeting.

### Open Board Position

There are a handful of trustees from member libraries considering the open board position.

### Parliamentary Training

The committee discussed the parliamentary training recommendations and will present them to the full board at the November board meeting.

## **New Business**

### FY2025 Proposed Executive Committee Meeting Locations

The committee agreed to the locations and schedule for FY2025.

### Executive Director FY2025 Goals

The committee discussed goal setting for the Executive Director for the remainder of FY2025. Goals will be presented at the November board meeting.

### IHLS Board of Directors Meet and Greet Events

The committee was briefed on the plans for Board of Directors meet and greets. These planned activities are to fulfill goals in the FY2025 Operational Plan.

**November Board Meeting Agenda**

The committee discussed topics for the November board agenda.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Adjourned at 5:17 p.m.