

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

June 21, 2022  
5:00 p.m.

**Zoom due to Shelter-in-Place**

|      |  |                     |
|------|--|---------------------|
| 3.1  | Approve the June 21, 2022 Consent Agenda<br>a. Approval of May 24, 2022 Minutes<br>b. Director and Staff Activity Report | Carried             |
| 4.1  | Accept the May 2022 Bills  | Roll Call - Carried |
| 5.1  | Accept the May 2022 Financial Reports  | Roll Call - Carried |
| 10.1 | Approve the Staff Report   | Roll Call - Carried |
| 13c  | Approve a 4.5% Raise for the Executive Director  | Roll Call - Carried |
| 14.1 | Approve the FY2023 Salary Schedule   | Roll Call - Carried |
| 14.2 | Approve Membership Considerations  | Roll Call - Carried |
| 14f  | Approve November 2021 Closed Session Minutes to Remain Closed  | Roll Call - Carried |
| 14g  | Approve Destruction of Closed Session Recordings August 2020-September 2020  | Roll Call - Carried |
|      | Adjourn  | Roll Call - Carried |

**Call to Order**

Josh Short called the meeting to order at 5:00 p.m.

**Roll Call**

Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Tiffany Droege, Ann Chandler, Jenna Griffith, Ryan Johnson, Tammy Krouse, Kevin Latoz, Chastity Mays, Bev Obert, Josh Short

Absent:

Kris Lundquist, Zach Newell, Kelley Sullivan

Other Attendees:

Danielle Beasley, Leslie Bednar, Pat Burg, Stacie Bushong, Carol Hogan-Downey, Rhonda Johnisee, Casey Parr, Ellen Popit, Rita Stephens, Cassandra Thompson, Jill Trevino, Brant Wingerter

**Consent Agenda**

Karen Bounds motioned to accept the consent agenda. Ryan Johnson seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

## **Acceptance of Bills May 2022**

Bev Obert motioned to accept the May 2022 bills. Stacey Carter seconded. Motion carried unanimously by roll call vote.

## **May 2022 Financial Report**

Rhonda Johnisee shared the following report.

### **FY2022 Grants Status**

- IHLS has received written approval on all FY2022 Special Revenue Grant Amendments at the requested levels – Cataloging Maintenance Center (CMC) - \$405,697 and Online Computer Library Center (OCLC) - \$149,513. IHLS has received 100% of the CMC and OCLC grant funding.
- IHLS has received written approval for the FY2022 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32. IHLS has received 100% of the SAPG funding.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000. IHLS has received \$9,385.49 or 37.5% of the Road to Recovery grant funding.

We have spent the remaining balance of approximately \$15,000 that we will be submitting for reimbursement on the next grant report that will be filed next month.

## **May 2022 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through May 31, 2022. On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2022 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2022 Budget." As of May 31, 2022, the target benchmark of the remaining budget should be 8% for all budget line items. Any items with percentages less than those amounts are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

## **Statement of Revenues and Expenditures**

### **General Fund**

Total Revenues "Year to Date (YTD) Actuals" are above "YTD Budget" by 8.9%. Total Expenses "YTD Actuals" are below "YTD Budget" by 9.9%.

### **SHARE**

Fees for Services and Materials "YTD Actuals" of \$1,429,677.70 represents 97.5% of the projection in the FY2022 budget. As of May 31, 2022, 99.6% of that amount has been collected. Total Expenses "YTD Actuals" are below "YTD Budget" by 7.7%.

## **Balance Sheets**

### **General Fund**

Cash and Cash Equivalents as of May 31, 2022, the General Fund cash balance was \$5,640,953.76. This balance would fund IHLS General Fund operations an estimated 16.1 months based on the FY2022 approved expenditure levels.

### **SHARE**

Cash and Cash Equivalents as of May 31, 2022, the SHARE cash balance of \$2,079,070.59 represents \$1,099,590.81 of SHARE Reserve Funds, \$55,827.67 of Committed Funds for eBooks Cloud Subscription

purchases, and \$923,652.11 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 5.4 months based on the FY2022 operations budget.

Ryan Johnson motioned to accept the May 2022 Financial Report. Chastity Mays seconded. Motion carried unanimously by roll call vote.

#### **FOIA Update**

None

#### **OMA Update**

Board members discussed a legal opinion which concludes IHLS meeting minutes comply with the Open Meetings Act.

#### **Public Comment**

The Executive Director read a comment submitted by Ann Chandler.

#### **Communication**

The Executive Director shared information about the theft of a catalytic converter from a vehicle at the Champaign hub. There was an article in the Belleville News Democrat about book challenges that included interviews with members including Leander Spearman and Ryan Johnson and IHLS Membership Coordinator Schools Liaison, Leah Gregory. The new Communications Coordinator, Carol Hogan-Downey, was introduced to the board. The Executive Assistant shared a presentation on the Commitment to Serve. The Associate Director shared a presentation on Directors University.

#### **Staff Report**

##### Personnel

None

##### Staff Update

Stacey Carter motioned to approve the Staff Report. Karen Bounds seconded. Motion carried unanimously by roll call vote.

##### Secondary Employment

None

#### **Illinois State Library Report**

Pat Burg attended as the Illinois State Library (ISL) representative and submitted the following report.

All FY2023 grant applications, including the system area and per capita grants, are waiting for final approval from Secretary White. Award letters will be sent out as soon as we have the okay to award.

Public Act 102-0977 was signed by the governor on May 27th. This amended the Local Library Act and Public Library District Act to require trustee vacancies be filled within 90 days after a vacancy has been declared.

- Public library districts are statutorily required to inform the State Librarian and the County Clerk of board member changes and vacancies. In January, the State Library sends an annual reminder

of this requirement to every public library district. There are 357 public library districts in Illinois, and last year, about 86% reported retaining trustees or filling vacancies within two months.

- A public library district has seven board members. If a public library district has a declared vacancy that they are unable to fill in the 90 days, Public Act 102-0977 gives the State Librarian, currently Jesse White, the authority to appoint a trustee within 60 days. We are currently working on the procedures to address this.
- If the board and the State Librarian are unable to fill the vacancy, the vacancy must be filled at the next election.
- In addition, Public Act 102-0977 75 ILCS 16/30-40(b) states the following: “The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.”

The Cards for Kids section in the administrative rules will be amended so a library board may adopt regulations waiving the nonresident fee for persons under the age of 18 as stipulated in Public Act 102-0843.

### **Long Range Plan for the Use of LSTA**

We are currently in the final stages of writing the 2023-2027 Long Range Plan for the use of federal Library Services and Technology Act (LSTA) funds.

The plan is required every five years and gives the details of how Illinois will comply with federal laws governing LSTA funds, and general plans for use of the annual \$5.5 million dollar allocation, over the next five years. In Illinois, we use LSTA for a combination of statewide initiatives and subgrant awards. Statewide initiatives include supplementing the System Area and Per Capita grant payments with LSTA to support delivery, programs like Directors University, and underwriting the cost of speakers at the annual Illinois Library Association Conference, to enhance the skills and knowledge of the Illinois library workforce through continuing education opportunities.

Subgrants include grants to libraries and systems like Project Next Generation or Back to Books or seed money to help the Illinois Libraries Present Joint Programming Cooperative. The LSTA allocation is based on a base grant plus population, so we may see a slight reduction based on the 2020 Census figures for Illinois.

Our building is open, and we have started welcoming outside events. The State Library was delighted to host the in-person Directors University (DU) earlier this month and look forward to the advanced DU2 (2.0) later this summer. Last week, we had an international group of librarians in our building from the Mortensen Center at the University Illinois Urbana Champaign. It is exciting to see people in person again!

### **Committee Reports**

#### Executive

The committee met June 15 and held a routine meeting, then again on June 20 to discuss the executive director evaluation.

#### Budget and Finance

The committee met and held a routine meeting and discussed the FY2023 Salary Schedule.

### Policy and Membership

The committee met and held a routine meeting.

### Facilities and Operations

The committee did not meet.

### Personnel

The committee met and held a routine meeting in addition to discussing the Energage staff survey and new Project Manager position.

### Advocacy and Education

The committee did not meet.

### **Unfinished Business**

#### Edwardsville Building Update

The Executive Director reported there was mold discovered in the building, which means it's possible some planned work cannot be completed by the end of FY2022. An environmental company tested the building and determined the building to be safe for staff as long as the kitchens are not used.

#### Board Officers Nomination Committee

The Board President appointed Ryan Johnson as the chair of the Board Officers Nomination Committee.

#### Executive Director Evaluation

Stacey Carter motioned to enter closed session. Karen Bounds seconded. Motion carried unanimously by roll call vote. Entered closed session at 5:46 p.m.

Karen Bounds motioned to return to open session. Bev Obert seconded. Motion carried unanimously by roll call vote. Entered open session at 6:35 p.m.

Stacey Carter motioned to approve a 4.5% raise for the Executive Director. Karen Bounds seconded. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – no, Stacey Carter – yes, Tiffany Droege – yes, Ann Chandler – no, Jenna Griffith – yes, Ryan Johnson – no, Tammy Krouse – yes, Kevin Latoz – yes, Chastity Mays – yes, Bev Obert – no, and Josh Short – yes.

### **New Business**

#### FY2023 Salary Schedule

Stacey Carter motioned to approve the FY2023 Salary Schedule. Chastity Mays seconded. Motion carried unanimously by roll call vote.

#### Membership Consideration

Bev Obert motioned to approve Membership Considerations. Karen Bounds seconded. Motion carried unanimously by roll call vote.

#### July-August Committee & Board Meeting Dates

The Executive Director reviewed the dates with board members. Corrections will be sent tomorrow.

### Board Communication Survey

The Board President reminded board members that a survey will be sent and asked them to please take time to participate. Results will be shared at the July meeting.

### New Board Member Orientation

New board member orientation will be held July 20 at the Effingham Public Library.

### Review of closed session minutes November 2021

Karen Bounds motioned to approve keeping the November 2021 minutes closed. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

### Destruction of closed session recordings: August 2020 – September 2020

Karen Bounds motioned to approve the destruction of August 2020-September 2020 closed session recordings. Stacey Carter seconded. Motion carried unanimously by roll call vote.

### Recognition of Retiring Board Members

The board president thanked retiring board members Kris Lundquist, Watseka Public Library, and Bev Obert, Atwood Hammond Public Library District, for their service to IHLS. In lieu of flowers, a donation was made to the Illinois Library Association scholarship fund.

### Agenda Building

The board discussed items for the July agenda.

### **Public Comment**

None

### **Announcements**

Stacey Carter has been asked to serve on the Illinois State Library Advisory Committee (ISLAC).

### **Adjournment**

Karen Bounds motioned to adjourn. Bev Obert seconded. Motion carried unanimously by roll call vote. Adjourned at 6:54 p.m.