

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: May 15, 2019

Time: 5:00 p.m.

### Call to Order

Sara Zumwalt called the meeting to order at 5:00 p.m.

### Roll Call

*Members present:* Bev Obert (entered 5:01 pm), Sara Zumwalt, Mary Smith, Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of April 17, 2019 Minutes

Sandy West motion to approve the minutes. Bev Obert second. Motion carried.

### SHARE Update

Leslie Bednar shared the new logo has been finalized. Next steps are marketing and design input for updated SHARE website. Three SHARE staff members presented at the Innovative Users Group meeting in Phoenix last week. This is part of a concerted effort to reach out and bring IHLS to the forefront as a leader.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported the team has mapped out their next 6 weeks. An interim Finance Director has been appointed for a trial period and the group is working to reassign duties and tasks to ensure everything is covered. The audit field work will begin the week of August 5<sup>th</sup> and is expected to last approximately 4 days. The HR Generalist will be appointed as IMRF agent at the next board meeting. HR is working on several position descriptions and preparing for staff day.

#### IT

Leslie Bednar reported Troy has been reviewing resumes for the IT & Web administrator position. He will be out part of June, and interviews will follow.

### **Facilities and Operations**

Leslie Bednar reported Linda Petty will be promoted to manage both the Edwardsville and Carbondale locations with Casey Parr and Lia McNerney to do daily onsite supervision at those locations. New job descriptions will be created and presented to the Personnel committee.

### **Membership and Grants**

Leslie Bednar reported 26 attendees at the first trustee training event at the Edwardsville Public Library on May 11. Anna and Leslie will attend Director's University next month at the Illinois State Library.

### **Administration**

Leslie Bednar reported Reaching Forward South is Friday and there approximately 115 people registered. Currently 75 members are registered for Design Thinking in June at our Edwardsville office.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Sandy West reported no meeting was held

#### Budget and Finance Committee

Bev Obert reported a routine meeting with recommendation for FY2020 draft budget to go to the full board. The next meeting is June 11.

#### Facilities and Operations Committee

Sandy West reported no meeting was held

#### Membership and Policy Committee

Mary Smith reported no meeting was held due to lack of quorum

#### Personnel Committee

Leslie Bednar reported no meeting was held

#### Nomination Committee

Leslie Bednar reported no meeting was held

### **Unfinished Business**

#### Draft FY2020 Operational Plan

Leslie Bednar reviewed the FY2020 Draft Operational plan and shared a recent addition that was made. Sandy West recommend moving the FY2020 draft Operational Plan to the full board. Mary Smith second. Motion carried.

### Draft FY2020 Operational Budget(s) and Narrative

Leslie Bednar reviewed the operational budgets and narrative with the committee. The Finance committee has recommended it be sent to the full board. Bev Obert motion to move the FY2020 draft budget to the full board. Sandy West second. Motion carried.

### June Board Meeting

Reminder there is a meet and greet at the Decatur Public Library before the May board meeting.

### **New Business**

#### Open Board Seat

Sara Zumwalt reported she will be appointing Stacey Carter to fill the vacant board seat.

#### Executive Director Evaluation

Sara Zumwalt reported the evaluation will occur in June

### **Agenda Building**

The committee reviewed the draft agenda.

### **Public Comment**

None

### **Announcements**

Sara thanked Leslie and Dominique for handling a staff dismissal professionally.

### **Adjournment**

Sandy West motion to adjourn. Mary Smith second. Motion carried. Adjourned 5:45 p.m.