



## EXECUTIVE COMMITTEE MEETING MINUTES

January 15, 2020

Time: 5:00 p.m.

### Call to Order

Stacey Carter called the meeting to order at 5:01 p.m.

### Roll Call

*Members present:* Stacey Carter, Tina Hubert, Bev Obert, Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of November 19, 2019 Minutes

Tina Hubert motioned to approve the November 19, 2019 minutes. Sandy West Seconded. Motion carried.

### SHARE Update

Leslie Bednar reported filling the position of SHARE Administrative Services Manager has been delayed. Current SHARE administrative staff and bibliographic services have been handling the workload. It's a great staff team.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported the online time sheet project is still in process and there have been a few challenges, however the project should be complete and ready to use within a few pay periods.

#### IT

Leslie Bednar reported with a full IT staff the department is currently creating documentation on processes.

#### Facilities and Operations

Leslie Bednar reported at the meeting with the Illinois State Library, LASA (Laboratory for Applied Spatial Analysis (SIUE)), CARLI (Consortium of Academic and Research Libraries in Illinois) and Reaching Across Illinois Library System, it was determined we can currently

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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continue working with the 7 hubs we have now while optimizing the 7 hubs.

#### Membership and Grants

Leslie Bednar reported Chris Dawdy has submitted her resignation as Grant Specialist. It has not been decided what will happen with the open position. Membership staff are catching up with libraries who need to complete their per capita grant applications. Certification began at the beginning of the month and no problems are anticipated.

#### Administration

Leslie Bednar reported the staff are working to get the board packet ready. Once that has been accomplished it will be time to begin developing the FY2021 budget and Operational Plan in preparation for the System Area & Per Capita Grant application.

#### **Open Meeting Act Compliance**

None

#### **Committee Updates**

##### Advocacy Committee

Stacey Carter reported the committee met and discussed legislative updates. In addition, the marketing coordinator asked the group what they would like their priorities to be. Also, they discussed the upcoming census.

##### Budget and Finance Committee

Bev Obert reported the committee met and held a routine meeting. In addition, they reviewed the minimum wage review, investment status. The next meeting is February 10 at 1:00 p.m.

##### Facilities and Operations Committee

Sandy West reported the committee did not meet.

##### Membership and Policy Committee

Tina Hubert reported the committee met and reviewed the draft Public Comment Policy. They received an update on the Marion Carnegie Library. The next meeting is February 3 at 4:00 p.m.

##### Personnel Committee

Stacey Carter reported the committee met and began reviewing sections 1 and 2 of the Personnel Code. The next meeting is February 4 at 5:00 p.m.

##### Nominating Committee

Stacey Carter reported she was finally able to reach the academic library representative for the committee. The group has begun calling people to recruit nominees. Staff has planned an increased marketing effort to get the word out to members.

#### **Unfinished Business**

### Drug Free Workplace

Leslie Bednar reported the supervisors will have cannabis training January 30<sup>th</sup>.

### **New Business**

#### Nominating Committee

Covered under committee reports.

#### Open Board Seat

Stacey Carter reported the resignation of Melanie Weigel has opened a board seat in addition to a seat on the Executive committee. Stacey would like the board to elect Tina Hubert, the current Member at Large, as vice-president at the January meeting. She also recommends Mary Smith for the Member at Large position. Stacey will also begin reaching out to members to fill the open board seat.

#### Draft Public Comment Policy

Tina Hubert reported the committee has come up with items to be sure to have in the draft policy. There will be processes in place to help guide staff on how to handle public comment during board meetings.

#### Minimum Wage Review

Leslie Bednar explained the review about the minimum wage increase.

Tina Hubert motioned to recommend Option 1 of the Minimum wage review to apply to FY2021 with the caveat that the board will determine the number of increases in FY2021. Bev Obert seconded. Motion carried.

#### Investment Update

Leslie Bednar reviewed the investment update with the committee.

#### February Board Meeting

Leslie Bednar reported the February board networking event will be rescheduled to March 26<sup>th</sup> and will be held at the Illinois State Library.

### **Agenda Building**

The group reviewed the January 28 agenda.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Sandy West motioned to adjourn. Tina Hubert seconded. Motion carried. Adjourned at 6:38 p.m.