

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Date: September 15, 2021

Time: 5:00 p.m.

### **Call to Order**

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

### **Roll Call**

Members present: Loretta Broomfield, Stacey Carter, Lupe Mejia, Josh Short

Members absent: Karen Bounds

Others present: Leslie Bednar, Stacie Bushong

### **Public Comment**

None

### **Approval of August 11, 2021 Minutes**

Stacey Carter motioned to approve the August 11, 2021 minutes. Loretta Broomfield seconded. Motion carried.

### **SHARE Update**

Leslie Bednar reported staff is working on rolling out the Solus Mobile Library App. There is a marketing component that has been temporarily delayed.

### **Administrative Updates**

#### Accounting and Human Resources

Leslie Bednar reported this week four new staff members started: the new Human Resources assistant in addition to three remote, full-time, temporary catalogers. Next week a student from Edwardsville High School will begin working with accounting and HR to do filing and other administrative tasks.

#### IT

Leslie Bednar reported two IT staff are currently involved with the build of the website. The IT Director has needed to step in because there have been some problems with what the contract says the vendor will provide. The Communications and Marketing coordinators have been working on content while the Web Administrator works on the technical side. Since the IT Director's involvement our concerns have begun to move forward more quickly.

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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### Facilities and Operations

Leslie Bednar reported a few members of the Operations staff have put together information, at the request of the Illinois State Library, about the impact of moving the Illinois Library Delivery Service (ILDS) exchange hub from Champaign to East Peoria. It has been determined there would be a financial impact, and it would be difficult to maintain the 24-hour turnaround required by the contract. This is due to the logistics of roads and highways between Carbondale to Champaign vs Carbondale to East Peoria. The decision regarding a procedural change will come from the state library. Should they determine to make the change, the state library would compensate IHLS for increased costs related to moving the exchange point to East Peoria.

### Membership and Grants

Leslie Bednar reported the team is working diligently on Member Day 2021. The website is nearly ready to go, and it should be open next week for members.

### Administration

Leslie Bednar reported staff is in the final stretch of getting the documents together for the annual report. During a meeting with Greg McCormick and Jake Magnuson, one topic discussed was that the Southern Illinois University Edwardsville (SIUE) Geo MARC agency (formerly Laboratory of Applied Spatial Analysis (LASA)) has created a program to use as a tool for discovering census information for public libraries and districts. Eventually this will help determine system service population as well.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Lupe Mejia reported she is in the transition process and there was not a September meeting while trying to determine a day and time that works for the committee. She also plans to strategize with Ellen Popit.

#### Budget and Finance Committee

Leslie Bednar reported the Finance committee had a routine meeting in addition to a presentation from the auditors.

#### Facilities and Operations Committee

Loretta Broomfield reported the committee did not meet. There is a meeting planned for October.

#### Membership and Policy Committee

Stacey Carter reported the committee did not meet in September but will meet in October to allow new members to get acquainted.

### Personnel Committee

Josh Short reported the committee met and reviewed the Adverse Weather Policy in addition to some legal updates and IHLS Staff Covid-19 policy.

### **Unfinished Business**

None

### **New Business**

#### FY2021 Audited Financial Statements Draft

Leslie Bednar reported the auditors from Sheffel Boyle made a presentation at the Finance committee meeting. This year, because of the eBook grant, a single audit was also required. There is an audit report presentation that summarizes the audit at the beginning of the document. The general fund cash balance improved between 2020 and 2021. In the capital projects fund, there was a reduction between 2020 and 2021. In the net position overall, there was an increase from 2020 to 2021. The pension liability change contributed to this the most. There were changes in the expenditures and increases in revenues due to leasing vehicles instead of purchasing. Near the end of the document budget vs actual for major funds is laid out. The auditors complimented the accounting staff for getting information to them quickly when requested. The audit reflects the accuracy of accounting staff.

#### FY2022 Edwardsville Building Improvements

Leslie Bednar reported there have been some initial meetings with Color Art for improvements to the upstairs of the Edwardsville building in FY2022. It has been decided the large meeting room will have both Finance and Human Resource staff with separate offices for the directors. Field measurements were made this week and furniture estimates are pending. The expected turnaround time for construction work is 3 weeks. Accounting staff will have another location in the building for tasks that have to be performed on site such as mail sorting.

#### COVID-19 and IHLS Staff

Leslie Bednar reported staff were asked to share their COVID-19 vaccination cards with Human Resources. Close to 60% of staff submitted proof of vaccination and the decision was made to implement the new Covid-19 process and procedures staff will follow which is based on the policies for staff at the Secretary of State office and the Illinois State Library. Beginning October 11, if a vaccination card has not been received, the employee will be required to test on a bi-weekly basis.

### **Agenda Building**

The committee discussed the September board meeting agenda.

### **Public Comment**

None

**Announcements**

Leslie Bednar was asked to present information to the Reaching Across Illinois Library System (RAILS) about how IHLS can support and grow Sharing Heartland's Available Resources Equally (SHARE) at the current level of financial support. RAILS has a Local Library System Automation Program (LLSAP) sustainability committee working on a plan for sustainability in 5 years.

There are a few staff members presenting at the Illinois Library Association conference.

**Adjournment**

Stacey Carter motioned to adjourn. Loretta Broomfield seconded. Motion carried. Adjourned at 6:02 p.m.