

APPROVED EXECUTIVE COMMITTEE MEETING MINUTES

September 19, 2022

Time: 3:00 p.m.

Call to Order

Josh Short called the meeting to order at 3:00 p.m.

Roll Call

Members present: Loretta Broomfield, Karen Bounds, Stacey Carter, Josh Short

Members absent: Chastity Mays

Others present: Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of August 15, 2022 Minutes

A motion and second were made to approve the August 15, 2022 minutes. Motion carried unanimously by roll call vote.

SHARE Update

The executive director reported the department is wrapping up school library data for members. Ben-Gil Elementary School in Gillespie went live last week.

Administrative Updates

Accounting and Human Resources

The executive director reported the system has received two checks for \$365,166.67 each from the FY2023 System Area and Per Capita Grant (SAPCG). The audit has been completed.

Currently, staff are reviewing changes to the roof Request for Proposal (RFP). HR is preparing for first set of meetings with staff regarding the Teamflect software for staff evaluations.

IT

The executive director reported business as usual and no new projects for IT.

Facilities and Operations

The executive director reported a new facilities and delivery director has been chosen and will be presented to the board for approval on September 20, 2022.

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Membership and Grants

The executive director reported the Trustee Training Grant has been approved. The position of project coordinator will be posted next month. Membership has been made aware that some libraries have recently faced challenges with June Pride Month programming. Staff are on track with Member Day preparations.

Administration

The executive director reported staff are wrapping up documentation for the FY2022 Annual Report.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

The committee did not meet.

Budget and Finance Committee

The committee met and approved the project coordinator salary, reviewed the audit, and passed the executive director salary update.

Facilities and Operations Committee

The committee met and discussed the Automatic Material Handler (AMH) report, the surplus items list, roof and tuckpointing at Edwardsville, and Consortium of Academic and Research Libraries in Illinois (CARLI) construction in Champaign.

Membership and Policy Committee

The committee did not meet.

Personnel Committee

The committee met to discuss some legal updates to the staff handbook.

Unfinished Business

Edwardsville Roof Update

The executive director shared the RFP is being finalized and was shared with the Facilities Committee and legal counsel. An inspection of the roof was done and some recommendations were submitted for consideration.

New Business

FY2022 Audited Financial Statements Draft

The executive director reviewed the FY2022 Audited Financial Statements with the committee.

FY2023 Budget Amendments

A motion and second were made to approve the FY2023 Budget Amendments with the committee. Motion carried unanimously by roll call vote.

Automatic Material Handler (AMH) Recommendation

The executive director reviewed the AMH Recommendation with the committee.

Open Board Seat

The board president reported a replacement for the vacant board seat has been found and will be presented at the September 27, 2022 board meeting.

Executive Director Salary Grade

A motion and second were made to approve the executive director salary grade. Motion carried unanimously by roll call vote.

Project Coordinator Salary Grade Update

A motion and second were made to approve the project coordinator salary grade update. Motion carried unanimously by roll call vote.

CARLI Office Construction

The executive director reviewed the CARLI office construction information with the committee.

Illinois State Library Advisory Committee (ISLAC)

The executive director reported the committee has new leadership including the vice-chair, IHLS Board Member Stacey Carter. She will give a report at the board meeting next week.

September Board Agenda

The committee discussed items for the board agenda.

Public Comment

None

Announcements

None

Adjournment

A motion and second were made to adjourn. Motion carried unanimously by roll call vote. Adjourned at 3:40 p.m.