



## BOARD OF DIRECTORS MEETING MINUTES

November 23, 2021

5:00 p.m.

### Zoom due to Shelter-in-Place

	Approve Adjustment of Order Under Item 10 Human Resources	Carried
3.1	Approve the November 23, 2021, Consent Agenda a. Approval of October 26, 2021, Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the October 2021 Bills	Roll Call - Carried
5.1	Accept the October 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
13.a	Approve New Board Member to fill Vacancy	Carried
13.b	Approve New Nominating Committee Members	Carried
13.1	Approve COVID and IHLS Staff Procedures	Carried
14.1	Approve the FY2022 General Fund Budget Amendment	Roll Call - Carried
	Adjourn	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, Ann Chandler (exited 5:03 p.m., reentered 5:15 p.m.), Jenna Griffith, Tammy Krouse, Kevin Latoz, Kris Lundquist (entered 5:08 p.m.), Chastity Mays (entered 5:02 p.m.), Zach Newell (entered 5:52 p.m.), Bev Obert, Josh Short

#### Absent:

Ryan Johnson

#### Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Shirley Paden, Casey Parr, Shandi Greve Penrod, Ellen Popit, Pam Thomas, Cassandra Thompson, Jill Trevino, Anna Yackle

### Change in Agenda

Josh Short asked for a motion to adjust the order of item 10 Human Resources to 10.c Personnel, 10.a Staff Report, 10.b Secondary Employment.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Stacey Carter motioned to adjust the order of item 10 Human Resources to 10.c Personnel, 10.a Staff Report, 10.b Secondary Employment. Bev Obert seconded. Motion carried.

### **Consent Agenda**

Karen Bounds motioned to accept the consent agenda. Stacey Carter seconded. Motion carried.

### **Acceptance of Bills October 2021**

Stacey Carter motioned to accept the October 2021 bills. Tammy Krouse seconded. Motion carried unanimously by roll call vote.

### **Financial Reports**

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 16% or \$549,978.11 of the SAPG funding. This is the General Revenue allotment of the SAPG funds. IHLS received 3 FY2022 SAPG payments from the Live and Learn funding portion yesterday. They were \$365,166.67 each and totaled \$1,095,500.01. This activity will be reflected in the financial reports that will be presented at the January board meeting.
- IHLS has received the award notice for the Road to Recovery grant for \$25,000 on October 8<sup>th</sup>.

#### **October 2021 Financial Reports**

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 October 31, 2021, the target benchmark of the remaining budget should be 67% for all budget line items except "Personnel" which should be 65% based on a total of 26 payrolls for the fiscal year. Any items under that benchmark amount have been provided with an explanation on each of the Statement of Revenue and Expenditures.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 46.0%. Total Expenses YTD Actuals are below YTD Budget by 2.8%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,365,162.99 represents 93.1% of the projection in the FY2022 budget. As of October 31, 2021, 87.2% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 4.7%.

## **Balance Sheets**

### **General Fund**

**Cash and Cash Equivalents** as of October 31, 2021, the General Fund cash balance was \$4,619,475.95. This balance would fund IHLS General Fund operations an estimated 13.2 months based on the FY2022 approved expenditure levels.

### **Capital Projects Fund**

The \$25,501.29 indicated under “Reserve Funds” represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

### **SHARE**

**Cash and Cash Equivalents** as of October 31, 2021, the SHARE cash balance of \$2,918,776.30 represents \$1,131,706.33 of SHARE Reserve Funds, \$92,650.53 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,694,419.44 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 10.0 months based on the FY2022 operations budget.

Karen Bounds motioned to accept the Financial Reports. Stacey Carter seconded. Motion carried.

### **FOIA Update**

None

### **OMA Update**

None

### **Public Comment**

None

### **Communication**

#### **SHARE Mobile App Update**

Leslie Bednar introduced Cassandra Thompson who provided a Power Point overview of the latest member service: the SHARE mobile app.

#### **IHLS Website Update**

Troy Brown thanked Marketing and Communications, who along with Project Manager Brant Wingerter, meet weekly with the Ameex development team to move the project forward. The new website is projected to go live in January 2022. This is later than originally planned due to some change orders submitted by IHLS.

#### **AISLE (Association of Illinois School Library Educators) Conference**

Leslie Bednar reported the AISLE conference went well and it was nice to see people in person. Jenna Griffith thought it was well attended and enjoyed lunch with the authors. Tammy Krouse also felt it was very well attended and was thankful the Mystery Night held the evening before was shared with attendees so they could use it for programming. Shandi Greve Penrod reported 70 people visited the IHLS booth including 36 IHLS members.

### Member Day

Josh Short had a blast and enjoyed every session he attended. He really enjoyed keynote speaker Tabari Coleman and wants to share his video with his wife because he feels it will benefit her place of employment. He complimented IHLS staff for doing a great job organizing and executing the event. Stacey Carter also enjoyed the event and mirrored Josh's sentiments about the hard work done by staff. She noted how nice it was that more people were able to attend than the in-person event. Jenna Griffith appreciated the professional development (PD) hours for school librarians and thanked the staff effort to offer them. Troy reported Pheedloop was used for the first time this year. It involves a lot of manual work and credited staff for getting it all set up. There were a few issues but overall, it went very well, was a benefit, and worth the cost. Troy noted John Knirr and his team did a great job with break-out sessions. Shandi said the software offers good support options to help new users learn how to use the program and contributed to improved functionality over Zoom which was used last year. Leslie closed by thanking Ellen Popit and Anna Yackle for leading the project.

### **Staff Report**

#### Personnel

Stacey Carter motioned to enter closed session. Kevin Latoz seconded. Motion carried. Entered closed session at 5:50 p.m.

Beverly Obert motioned to re-enter open session. Zachary Newell seconded. Motion carried. Entered open session at 6:03 p.m.

#### Staff Update

Karen Bounds motioned to accept the staff report. Stacey Carter seconded. Motion carried.

#### Secondary Employment

Bev Obert motioned to approve Secondary Employment. Kevin Latoz seconded. Motion carried.

### **Illinois State Library Report**

Greg McCormick reported that he did not have a report but wishes everyone a Happy Thanksgiving from the Illinois State Library and Secretary of State Jesse White.

### **Committee Reports**

#### Executive

Josh Short reported the committee met and discussed all unfinished and new business items on this agenda.

#### Budget and Finance

Chastity Mays reported the committee met and held a routine meeting in addition to discussing the FY2022 General Fund Budget Amendment and Edwardsville building remodel.

#### Policy and Membership

Stacey Carter reported the committee did not meet.

#### Facilities and Operations

Loretta Broomfield reported the committee met and discussed the Edwardsville building remodel and Champaign rest room updates in addition to reviewing options for an automatic materials handler.

### Personnel

Josh Short reported the committee met and received legal updates for the employee handbook.

### Advocacy and Education

Karen Bounds reported the committee did not meet. There will be another poll sent soon to establish a regular meeting day and time.

### Nominating

Leslie Bednar reported the committee has their first meeting scheduled for December.

### **Unfinished Business**

#### Open Board Position

Josh continues to try to find someone to fill the Public Library Trustee position and asked for any suggestions to be sent to him. To fill the vacant School Representative seat, he recommends Tiffany Droege from Belleville High School District #201.

Stacey Carter motioned to approve Tiffany Droege to fill the vacant School Representative seat. Tammy Krouse seconded. Motion carried.

#### Nominating Committee

Karen Bounds motioned to approve two additional Nominating committee members. Jo Keillor (Greenville Public Library) and Hannah Miller (Carlinville Public Library). Kevin Latoz seconded. Motion carried.

#### IHLS-RAILS Delivery Exchange

Leslie Bednar reported currently IHLS has not been notified of a change to the Illinois Library Delivery System (ILDS) exchange point in Champaign. There was a meeting earlier in the year with RAILS and Greg McCormick about moving it to a new location in East Peoria. If the change occurs there will be an increased cost to IHLS in terms of another truck and additional staff due to geographical location and highway access challenges.

#### COVID and IHLS Staff

Stacey Carter motioned to approve the COVID staff procedures as written. Kevin Latoz seconded. Motion carried. Karen Bounds - yes, Loretta Broomfield - yes, Stacey Carter - yes, Ann Chandler- no, Jenna Griffith – yes, Tammy Krouse - yes, Kevin Latoz - yes, Kris Lundquist - yes, Chastity Mays - yes, Zach Newell - yes, Bev Obert – yes, Josh Short – yes.

#### FY2022 Edwardsville Building Improvements

Leslie reviewed the FY2022 Edwardsville building improvements report including the layout for the second-floor remodel.

### **New Business**

#### FY2022 General Fund Proposed Budget Amendment

Karen Bounds motioned to approve the FY2022 General Fund Budget Amendment. Zach Newell seconded. Motion carried unanimously by roll call vote.

### Board Member Attendance

Josh Short reviewed the bylaw requirements regarding board member absences and reminded board members to let him or IHLS staff know if they are unable to attend a meeting.

### **Agenda Building**

Board members discussed the next meeting agenda. Ann Chandler asked for it to be recorded that she has a concern about an email received from the board president regarding the procedure for board members to reach out with questions or concerns and would like it discussed. In addition, she asked about the possibility of a needs assessment being performed. Update on meetings with RAILS or the State Library regarding the Cataloging Maintenance Center (CMC). Member Day statistics. Minimum wage analysis.

### **Public Comment**

None

### **Announcements**

Josh shared the board generally does not meet in December; however, it may be necessary to call a special meeting to approve a new Membership Coordinator if a candidate is found.

### **Adjournment**

Karen Bounds motioned to adjourn. Ann Chandler seconded. Motion carried. Adjourned at 6:39 p.m.