

**BOARD OF DIRECTORS MEETING MINUTES**

January 25, 2022
5:00 p.m.

Zoom due to Shelter-in-Place

	Approve Adjustment of Order Under Item 10 Human Resources	Carried
3.1	Approve Consent Agenda	Carried
4.1	Accept November 2021 Bills	Roll Call – Carried
5.1	Accept December 2021 Bills	Roll Call – Carried
6.1	Accept December 2021 Financial Report	Carried
11.1	Approve the Staff Report	Carried
11.b	Accept Secondary Employment	Carried
15.a	Approve keeping closed session minutes April 2021 – July 2021 closed	Carried
15.b	Approve Destruction of Closed Session Recordings July 2020	Carried
15.1	Approve Salary Schedule Update	Carried
15.2	Approve Market Salary Adjustments	Roll Call - Carried
15.3	Approve Enterprise Fleet Management Update	Roll Call - Carried
	Adjourn	Carried

Call to Order

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

Roll CallBoard Members:

Karen Bounds, Stacey Carter, Ann Chandler, Jenna Griffith, Ryan Johnson, Tammy Krouse, Kevin Latoz, Kris Lundquist, Chastity Mays, Zach Newell, Bev Obert, Josh Short

Absent:

Loretta Broomfield, Tiffany Droege

Other Attendees:

Jennifer Baugh, Leslie Bednar, Troy Brown, Stacie Bushong, Mary Cornell, Leah Gregory, Rhonda Johnisee, Greg McCormick, Susan Palmer, Casey Parr, Shandi Greve Penrod (entered 5:30 p.m.), Linda Petty, Ellen Popit, Rita Stephens (exited 5:51 p.m.), Pam Thomas, Cassie Thompson, Jill Trevino

Adjust the Order of Item 10

Stacey Carter motioned to adjust the order of item 10 to Personnel, Staff Report, Secondary Employment. Ryan Johnson seconded. Motion carried.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Consent Agenda

Bev Obert motioned to accept the consent agenda. Ann Chandler seconded. Motion carried.

Acceptance of Bills November and December 2021

Karen Bounds motioned to accept the November and December 2021 bills. Chastity Mays seconded. Motion carried unanimously by roll call vote.

Financial Reports

Rhonda Johnisee reported:

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 48% or \$1,645,478.12 of the SAPG funding. This is the General Revenue and a portion of the Live and Learn allotments of the SAPG funds. We received three out of the six Live and Learn allotments in November and another one was issued yesterday for the same amount of \$365,166.67. I have supplied the Illinois State Library with the needed documentation for the federal LSTA allotment this month and we hope to see that issued soon.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000.

December 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 December 31, 2021, the target benchmark of the remaining budget should be 50% for all budget line items. Any line item under that amount has been noted with an explanation at the bottom of each Statement of Revenues and Expenditures.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD Actuals) are below YTD Budget by 2.8%. Total Expenses YTD Actuals are below YTD Budget by 9.9%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,370,977.81 represents 93.5% of the projection in the FY2022 budget. As of December 31, 2021, 96.2% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 5.9%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of December 31, 2021, the General Fund cash balance was \$5,250,250.97. This balance would fund IHLS General Fund operations an estimated 15.0 months based on the FY2022 approved expenditure levels.

Capital Projects Fund

The \$25,501.49 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 December 31, 2021, the SHARE cash balance of \$2,825,582.51 represents \$1,131,786.42 of SHARE Reserve Funds, \$88,211.89 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,605,584.20 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.4 months based on the FY2022 operations budget.

Karen Bounds motioned to accept the financial report. Kris Lundquist seconded. Motion carried.

FOIA Update

Karen Bounds reported we received the routine request from SMART Procure. Finance staff provided the requested information.

OMA Update

Josh Short reported the website for Open Meetings Act training is available. System Attorney Phil Lenzini confirmed that library systems follow 5 ILCS 120/7 d) which states public bodies with statewide jurisdiction (including library systems) over 4,500 square miles can attend meetings via other than a physical presence, however a roll call vote is not required for every action. The IHLS Board has the opportunity for roll call vote should one member request via the Bylaws: Article VI (Board of Directors), Section 11 (Meetings) states in subsection f: “A roll call vote shall be taken for the expenditure of funds, execution of a contract and upon the request of any board member.”

Public Comment

None

Communication

Leslie Bednar announced the new Membership staff member. Ellen Popit then welcomed Leah Gregory formerly from the Mascoutah Middle School as the School Membership Coordinator.

Anna Yackle presented a Power Point presentation on trustee resources.

Cassandra Thompson shared information on the censorship challenges school libraries are facing.

Josh Short explained that Board/Staff communications work like an hourglass, from top-down. Board members should not contact staff directly but should always begin with the committee chair or board president. It is important for the board to act as one voice. He reminded board members that the Executive Director is the only employee of the Board of Directors while the remainder of staff are employees of IHLS.

Staff Report

Personnel

Stacey Carter motioned to enter closed session. Kevin Latoz seconded. Motion carried. Entered closed session at 5:51 p.m.

Ann Chandler motioned to return to open session. Ryan Johnson seconded. Motion carried. Returned to open session at 6:40 p.m.

Staff Update

Bev Obert motioned to accept the new hires on the staff report. Karen Bounds seconded. Motion carried.

Secondary Employment

Stacey Carter motioned to accept secondary employment. Chastity Mays seconded. Motion carried.

Illinois State Library Report

Greg McCormick thanked IHLS on behalf of the Secretary of State's office and the Illinois State Library (ISL) for accommodating changes to delivery due to closures for ongoing COVID-19 mitigations. The Pandemic Recovery Grant applications have all been processed with 2,011 libraries to be awarded totaling \$5.7 million due to increases from federal COVID-19 relief funds. 672 grants will be awarded this year. The deadline for Live and Learn and Public Library Area and Per Capita grants has been extended to February 15th, 2022. ISL continues the geo-mapping work with GeoMARC, formerly the Laboratory of Applied Spatial Analysis (LASA), and hope to have data to share with libraries by February 15th. Staff is compiling census information and system numbers. The information should be going out to districts soon. The Secretary of State's budget has requested over \$500,000 in increased funding for IHLS for FY2023 and acknowledged services including delivery and resource sharing. Mr. McCormick commended the work of IHLS and Anna Yackle for work with trustees.

Committee Reports

Executive

Josh Short reported the committee met and discussed items covered later on in this agenda.

Budget and Finance

Chastity Mays reported the committee met and held a routine meeting in addition to items covered later on in this agenda.

Policy and Membership

The committee did not meet.

Facilities and Operations

The committee did not meet.

Personnel

Josh Short reported the committee discussed the review of the employee handbook and Staff COVID-19 procedures for staff.

Advocacy and Education

Karen Bounds reported the committee met for the first time since March 2021. The committee was encouraged to attend the Legislative Meet-ups. They discussed the broadband for libraries project and Ready Set Advocate which is on the IHLS website and library censorship for both public and school libraries.

Nominating

Leslie Bednar reported the committee met in December and January.

Unfinished Business

Open Board Position

Josh Short is continuing to search for a candidate to fill the position.

Member Day 2021

Leslie Bednar reviewed the Member Day report with the board.

Cataloging Maintenance Center (CMC) Update

Leslie Bednar reported the IHLS team met with colleagues from the Reaching Across Illinois Library System (RAILS). RAILS has changed the name of their grant project to World Language Cataloging Services Program. IHLS is cooperating via joint announcements to members regarding the services offered by the CMC and by the RAILS grant project.

FY2022 Edwardsville Building Improvements

Leslie Bednar reported the construction of the Finance/HR office suite is complete, and furniture has been installed. The city inspection is January 26th.

COVID and IHLS Staff

Leslie Bednar reported staff were given the option to work remotely during the month of January due to the high case counts that continue in the three office areas. With further evidence of the fluidity of “Life with COVID” the leadership team today determined IHLS will extend the option for staff to work remotely for an additional week. Some staff have elected to work in the building(s). This does not include the Delivery department and daily delivery to member libraries continues.

New Business

Review of Closed Session Minutes April 2021 – July 2021

Josh Short recommends closed session minutes April 2021 – July 2021 remain closed.

Ryan Johnson motioned to keep closed session minutes April 2021 – July 2021 closed. Kevin Latoz seconded. Motion carried.

Destruction of Closed Session Recordings July 2020

Stacey Carter motioned to approve Destruction of Closed Session Recordings July 2020. Karen Bounds seconded. Motion carried.

Salary Schedule Update

Leslie Bednar stated the updates to the Salary Schedule are due to changes in the minimum wage and the impact on Levels 1 and 2 of the schedule. Bev Obert motioned to approve the Salary Schedule Update for levels 1 & 2 of the pay grades. Stacey Carter seconded. Motion carried.

Market Salary Adjustments

Leslie Bednar reported these are market adjustments that place staff appropriately on our salary schedule based on the work the organization initiated with HR Source in 2021. This is a multi-step process of staff compensation, and we are developing plans internally as we carry this forward.

Ryan Johnson motioned to approve the Market Salary Adjustments. Karen Bounds seconded. Motion carried unanimously by roll call vote.

Enterprise Fleet Management Update

Ann Chandler motioned to end the leasing agreement with Enterprise. Bev Obert seconded. Motion carried unanimously by roll call vote.

Health Benefits Review

Leslie Bednar reviewed the Health Benefits Review with the board. Ann Chandler requested the minutes reflect she feels it should have been approved by the board. Leslie Bednar said more information regarding the procurement process based on conversation with legal counsel will be brought to the finance committee next month.

Agenda Building

Board members discussed topics to be considered for the next meeting agenda: IHLS support of RAILS online database proposal; needs assessment of public library directors and the board; Legislative Meet-ups.

Public Comment

None

Announcements

Stacey Carter recommended everyone read the article about the St. Charles Public Library and the challenges they have been facing. Josh Short asked for anyone interested to write articles for the Illinois Reporter.

Adjournment

Karen Bounds motioned to adjourn. Ann Chandler seconded. Motion carried. Adjourned at 7:24 p.m.