



## EXECUTIVE COMMITTEE MEETING MINUTES

Date: February 12, 2020

Time: 5:00 p.m.

### Call to Order

Stacey Carter called the meeting to order at 5:02 p.m.

### Roll Call

*Members present:* Stacey Carter, Tina Hubert, Mary Smith, Bev Obert

*Members absent/excused:* Sandy West

*Others present:* Leslie Bednar, Stacie Bushong

### Public Comment

None

### Approval of January 15, 2020 Minutes

Bev Obert motioned to approve the January 15, 2020 minutes. Tina Hubert seconded. Motion carried.

### SHARE Update

Leslie Bednar reported they are working on new member fees for FY2021. In addition, the FY2021 budget is being prepared. There have been internal interviews for the SHARE administrative staff opening and they are hoping to have the position filled soon.

### Administrative Updates

#### Accounting and Human Resources

Leslie Bednar reported the department has completed all staff income tax forms. They have shared projections for FY2021 with staff to prepare for the budget.

#### IT

Leslie Bednar reported there is now a contract in place for the new website. Within the next week or so they will begin conversations with Brant Wingerter, Web Developer, and the project manager.

#### Facilities and Operations

Leslie Bednar reported the department is successfully performing their daily routine functions.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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### Membership and Grants

Leslie Bednar reported Ellen Popit and Anna Yackle have continued to work with members on certification. Weather challenges have slowed the opportunities for site visits.

### Administration

Leslie Bednar reported efforts are underway to prepare for the System Area and Per Capita Grant (SAPG) application. Currently, staff training options are being explored.

### **Open Meeting Act Compliance**

None

### **Committee Updates**

#### Advocacy Committee

Stacey Carter reported the committee discussed the Association of Illinois School Library Educators (AISLE) southern Illinois chapter that is being formed. She also shared positive experiences while attending the legislative meetups. The Illinois Library Association (ILA) has asked for proposals for conference sessions.

#### Budget and Finance Committee

Bev Obert reported the committee met and reviewed the comments on the proposed changes to the Financial Policy. The next meeting is March 9<sup>th</sup>.

#### Facilities and Operations Committee

Stacey Carter reported the committee did not meet.

#### Membership and Policy Committee

Tina Hubert reported the committee did not meet. The next meeting is March 2<sup>nd</sup>.

#### Personnel Committee

Mary Smith reported the committee did not meet. The next meeting is March 3<sup>rd</sup>.

#### Nominating Committee

Leslie Bednar reported the committee met to review the board interest survey responses.

### **Unfinished Business**

#### Proposed Update to IHLS Bylaws

Leslie Bednar reviewed the proposed update to the IHLS Bylaws. The Finance committee has moved it to the full board for review during the February meeting.

#### Proposed Update to IHLS Financial Policy

Leslie Bednar reported that the proposed update to the IHLS Financial Policy has been reviewed. The Finance committee has moved it to the full board for review during the February meeting.

### Draft Public Comment Policy

Tina Hubert reported the policy will be reviewed by the Policy and Membership committee at the March 2<sup>nd</sup> meeting. There was discussion about how public comment will be noted in the minutes.

### **New Business**

#### Meetings via Electronic Means

Stacey Carter feels it is important for all the board members to review the policy. Leslie Bednar explained during the nominations process the question is often asked about travel requirements. The group agreed the issue should be discussed with the full board.

#### ILA Elevate

Leslie Bednar wanted to be sure and bring everyone's attention to this event. It is a one-day session on April 18<sup>th</sup> at the Illinois State Library. The topic is about judging behaviors rather than joining behaviors. IHLS will share this information in the Member Connection newsletter and on social media platforms.

#### FY2021 System & Area Per Capita Grant Timeline

Leslie Bednar shared the staff timeline for completing the process of the FY2021 SAPG application.

### **February Board Meeting Agenda**

The group discussed the agenda.

### **Public Comment**

None

### **Announcements**

Tina Hubert shared that Six Mile Regional Library District will begin selling license plate stickers beginning March 1<sup>st</sup>.

### **Adjournment**

Bev Obert motioned to adjourn. Tina Hubert seconded. Motion carried. Adjourned at 6:09 p.m.