



EXECUTIVE COMMITTEE MEETING MINUTES

Date: May 12, 2021

Time: 5:00 p.m.

Call to Order

Stacey Carter called the meeting to order at 5:04 p.m.

Roll Call

Members present:

Loretta Broomfield, Stacey Carter, Tina Hubert, Bev Obert, Josh Short

Others present:

Leslie Bednar, Stacie Bushong

Public Comment

None

Approval of, 2020 Minutes

Josh Short motioned to approve the April 14, 2021 minutes. Bev Obert seconded. Loretta Broomfield – yes, Stacey Carter – yes, Bev Obert – yes, Josh Short – yes, Tina Hubert - abstained. Motion Carried.

SHARE Update

Leslie Bednar reported there is currently a member vote in process regarding the Solus app.

Administrative Updates

Accounting and Human Resources

Leslie Bednar reported the department is in the process of completing components for the System Area & Per Capita Grant (SAPG) application. Human Resources continues to work on updates to the Staff Handbook.

IT

Leslie Bednar reported IT is now working with Ameex on the new website build and the process is beginning to move forward again.

Facilities and Operations

Leslie Bednar reported staff met with the architect about the Champaign restroom upgrade and

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

created a new Request for Proposal (RFP) to improve the chance of receiving more bids. The Reaching Across Illinois Library System (RAILS) has been notified they have to move out of their current East Peoria location by the end of June. There is an effort to begin discussions with RAILS, the Illinois State Library (ISL), and IHLS about changing the Illinois Library Delivery Service (ILDS) exchange point to East Peoria.

Membership and Grants

Leslie Bednar reported there are three days left for certification with 30 agencies left to certify.

Administration

Leslie Bednar reported she and Stacie Bushong are working on the components for the System & Area Per Capita Grant application.

Open Meeting Act Compliance

None

Committee Updates

Advocacy Committee

Josh Short reported the committee did not meet. He will be attending the RAILS advocacy committee meeting tomorrow along with Ellen Popit.

Budget and Finance Committee

Tina Hubert reported the committee met and discussed items listed later in this agenda.

Facilities and Operations Committee

Bev Obert reported the committee did not meet.

Membership and Policy Committee

Loretta Broomfield reported the committee did not meet.

Personnel Committee

Josh Short reported the committee met and reviewed policies later in this agenda.

Nominating Committee

Leslie Bednar reported Sarah Isaacs, Chair of the Nominating Committee, will submit a report and the slate of newly elected members for certification at the May board meeting.

Unfinished Business

Edwardsville Building Update

Leslie Bednar reported shelves are being prepped and repainted. Currently, delivery sorting is set up in the garage; however, it will be relocated to a different area on the first floor where conditions are more optimal.

FY2022 System Area and Per Capita Grant

Leslie Bednar reviewed the FY2022 Budget(s), Narrative and Operational Plan along with member comments.

Josh Short motioned to move the FY2022 Budget(s), Narrative, and Operational Plan to the full board. Tina seconded. Motion carried.

New Business

FY2021 SHARE Budget Amendment

Tina Hubert motioned to move the FY2021 SHARE Budget Amendment to the full board. Bev Obert seconded. Motion carried.

Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS

Committee proposed a clarifying language change to the proposed Holidays section. Tina Hubert motioned to move the Staff Handbook with additional language – Employee Benefits, Voluntarily Provided by IHLS to the full board. Josh Short seconded. Motion carried.

IHLS Whistleblower Policy

Bev Obert motioned to move the IHLS Whistleblower Policy to the full board. Tina Hubert seconded. Motion carried.

Surplus Policy

Josh Short motioned to move the Surplus Policy to the full board. Bev Obert seconded. Motion carried.

Surplus List

Bev Obert motioned to move the Surplus List to the full board. Tina Hubert seconded. Motion carried.

Board Officer Nomination Committee

Stacey Carter announced she needs a retiring board member to head the Board Officer Nomination Committee. Tina Hubert volunteered.

June Board Meeting

Stacey Carter discussed how the committee would like to honor retiring board members.

Open Board Seat

Stacey Carter is considering options for a person to fill the open board seat and hopes to have someone in place for the May board meeting.

Executive Director Evaluation

Stacey Carter shared that Leslie Bednar will give her report to the board at the beginning of June to give plenty of time to present the information to board members.

Agenda Building

The committee discussed items for the board agenda.

Public Comment

None

Announcements

None

Adjournment

Bev Obert motioned to adjourn. Josh Short seconded. Motion carried. Adjourned at 6:10 p.m.