



Illinois Heartland Library System

FACILITIES & OPERATIONS COMMITTEE MEETING MINUTES

Date: September 13, 2022

Time: 4:00 p.m.

Call to Order

Loretta Broomfield called the meeting to order at 4:01 p.m.

Roll Call

Members present: Karen Bounds, Loretta Broomfield, Kevin Kelsey, Tammy Krouse, Kevin Latoz

Members absent: None

Others present: Leslie Bednar, Sarah Taylor

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the August 9, 2022 minutes. Motion carried by roll call vote.

Unfinished Business

Automatic Material Handler (AMH) Recommendations

The Executive Director let the committee know that a draft consultant report regarding the Automatic Material Handler (AMH) Request for Information (RFI) has been sent from Greg Pronevitz. Members shared the following comments and questions:

- What is the size of the AMH machine? The Executive Director provided more details and how the AMH would fit into out hub locations.
- Regarding the return on investment (ROI), why is it extended so long? The Executive Director offered that more details regarding the ROI would be made available to the board. It was also shared that we have started a working group for the next steps in the AMH process. In that group, the communications plan was discussed that is in place to communicate with libraries.
- What about staff cuts? The Executive Director stated the position we would eventually eliminate would be sorters; however, at this time we do not know if all sorting staff would be impacted or not. We would need staff to work with the equipment. And any position elimination would be through attrition, which we believe is reasonable considering the high turnover in sorting staff due to the part-time nature of the job.
- Where would barcodes be placed on the outside of library items? The Executive

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Director stated there is no determined location at this time. That is a discussion to be held with SHARE member libraries.

- We should start encouraging libraries to barcode on the outside now, even if the project is a couple of years in the future.

New Business

Surplus Items

A list of items that the system has determined as surplus was shared with the committee. These items will first be offered to member libraries. In Champaign, the furniture will need to be removed before CARLI is able to move into the building at the end of the calendar year.

Request for Proposal Edwardsville Roof

The Executive Director stated we are hopeful to issue the Request for Proposal (RFP) soon and see what bids we can get for this project. She shared the roof may need to be done before winter.

Request for Proposal Edwardsville Tuckpointing

The Executive Director stated IHLS plans to issue the Request for Proposal (RFP) soon for tuckpointing as well.

CARLI Office Construction

In our Champaign hub, we are going to be putting up a new wall, enclosing a doorway, and putting in a new doorway in a different location. This is all in anticipation of CARLI moving into the Champaign office. CARLI has requested an ADA-accessible door to the office suite. We have been gathering bids along with a \$25,000 budget amendment proposal that was approved at the last Finance Committee meeting. CARLI will be reimbursing IHLS for these costs.

Public Comment

None

Announcements

The Committee Chair wanted to share that the committee anticipates meeting again in October.

Adjournment

A motion and a second were made to adjourn. Motion carried by roll call vote. Adjourned at 4:52 p.m.