Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: June 23, 2016
RE: July and August Committee Meetings

In July the IHLS board will welcome four new board members, and we look forward to the change in leadership and committee composition. In July and August each year our board committees are comprised of members assigned from the prior fiscal year. We also encourage all new board members to attend at least one committee meeting in July if their schedule allows. Committee meetings are held by telephone with one of our offices as the physical location.

Board members generally self-select one or two committees to serve on for the fiscal year and submit those selections to the new board president following the July board meeting. Prior to the August board meeting, the board president places members on committees based on their interest and the needs of the organization and brings the committee list to the board in August for acceptance. To assist with scheduling, we have taken the liberty of setting committee meetings for July and August in advance and hope the dates/times are conducive to your schedules. These proposed dates are based on FY2016 committee schedules as much as possible. Stacie Bushong will reach out to you to confirm your availability for the meetings below:

Meeting Date	Committee	Current Members
July 20, 4 p.m. August 17, 4 p.m.	Executive	Sarah Isaacs Sandy West Tina Hubert
July 11, 4 p.m. August 8, 4 p.m.	Facilities and Operations	Sarah Isaacs, Chair Geoffrey Bant Gary Denue Jim Fenton Charlene Topel
July 19, 3 p.m. August 16, 3 p.m.	Finance	Sandy West, Chair Rachel Fuller Tina Hubert
July 7, 4 p.m.	Personnel	Rachel Fuller, Chair

August 4, 4 p.m.		Geoffrey Bant Gary Denue Clyde Hall
July 19, 2 p.m.	Policy and Membership	Mary Barteau Clyde Hall
August 16, 2 p.m.		Charlene Topel

New board members may find it helpful to review the committee definitions from the IHLS Bylaws as you consider committee work:

Budget and Finance (updated definition approved April 26, 2016)
  i.   The Treasurer shall be the chair of this committee
  ii.   The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the Executive Director
  iii.   To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee
  iv.   To monitor System expenditures and income and report significant variances to the Board of Directors*
  v.   To review expenses over $2,500.00 not included in the currently approved budget
  vi.   To review quarterly projections provided by the Chief Fiscal Officer
  vii.   To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications
  viii.   To review annual audit findings
  ix.   To expect the Chief Fiscal Officer to brief the committee on up-coming known issues that will skew the financials in some significant manner
  x.   To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids
  xi.   To update the salary schedule appropriately based upon information from the Executive Director

*The Committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such change to the board.

Facilities and Operations (standing committee added July 28, 2015)

  i.   To review the property needs of the System
  ii.   To review that system property fits into the System strategic plan

      iii.   To review property leases and purchases
      iv.   To review delivery policies

Personnel

    i.   To review position descriptions and staffing requirements of the System.
    ii.   To review and update the personnel code of the System

Policy and Membership

    i.   To review and update the service policies of the System
    ii.   To review and evaluate progress in fulfilling the System strategic plan
   iii.   To review continued membership eligibility of libraries that are members of the System

Thanks for your consideration.