

*IHLS 2014 NOMINATING COMMITTEE  
29 JANUARY 2014 MEETING MINUTES*

The Illinois Heartland Library System (IHLS) 2014 Nominating Committee met on Wednesday, 29 January 2014 at 9:00 a.m. via phone conference. Chairperson, Kim Keller, called the meeting to order at 9:00 a.m. Other members present included Mary Ann Pohl, Debra Sherrick, Elaine Steingrubey, and Julia Welzen.

Peggy Durst joined the call to verify the open positions on the Board of Trustees. She left the meeting after the verification. There were no other visitors present.

Mary Ann Pohl moved to approve the minutes of the 23 January 2014 meeting. Deb Sherrick seconded the motion. Motion carried.

The committee reviewed the Nomination Survey. Elaine Steingrubey noted that her phone number should be 618-939-6232. Mary Ann Pohl stated that she would email the correction to her contact information. There was a typographical correction to the seventh line in the paragraph under the list of open positions, 'even' should read 'event'.

The number of words in Question 13 has been changed to a limit of 150 words or less. It was noted that Survey Monkey does not stop at 150 words, it expands to allow you to continue typing. The committee reserves the right to edit a response, which would compensate for any answer in excess of 150 words. Kim Keller will ask Nick Bennyhoff if Survey Monkey can set a stop at the limit of 150 words or the equivalent in characters, as some databases limit by characters, rather than words.

As the committee was comfortable with the Survey of Interest document with the noted changes, Kim Keller will instruct Nick Bennyhoff to make the changes and send the document out on Friday, 31 January 2014.

There are two reminder documents slated to be sent out on Monday, 10 February 2014, and on Wednesday, 12 February 2014. The committee was asked to submit any changes or corrections to these documents to Kim Keller as soon as possible. She will then forward the documents to Nick Bennyhoff with instructions to send them out on the appropriate dates.

As a courtesy, the nominating committee contacts the incumbents for the open seats to thank them for their service and to inquire if they are interested in serving again. There were five incumbents and five committee members, so each committee member will call one incumbents, as follows:

Committee Member	Incumbent	Representative Type	Phone Number
Julia Welzen	Susan Tulis	Academic	618-453-5012
Elaine Steingrubey	Betsy Mahoney	Special	618-296-5921
Deb Sherrick	Libby Letterly	School	217-566-3361 x 235
Kim Keller	Valerie Green	Trustee	217-854-4072
Mary Ann Pohl	Nina Wunderlich	Trustee	217-824-3272

The committee discussed the Timeline/Deadlines. The committee will meet on Thursday, 20 February 2014 at 9 a.m. to confirm the eligibility of the nominees. Committee members will be assigned nominees, if follow up information is needed after survey. All information about the candidates is due by Thursday, 27 February 2014.

The committee is scheduled to meet on Thursday, 6 March 2014 at 9 a.m. to finalize the ballot. The ballot will be sent out to the membership on Saturday, 15 March 2014. Voting closes on Tuesday, 15 April 2014. These dates are specified in the IHLS Bylaws.

The committee will meet on Thursday, 17 April at 9 a.m. to review election results. In the event that a tie-breaker is necessary, the committee is scheduled to meet on Tuesday, 22 April 2014 at 9 a.m. to finalize the ballot for the tie-breaker.

The tie-breaker announcement and ballots will be distributed on Thursday, 24 April 2014. Voting will occur between Thursday, 24 April and Thursday, 8 May 2014. The committee will meet the week of 12 – 15 May 2014 to approve results.

The Slate of Elected Board Members will be presented to the IHLS Board of Trustees at its May, 2014 meeting.

As this concludes all business for the 2<sup>nd</sup> meeting of the 2014 IHLS Nominating Committee, Chairperson Kim Keller entertained a motion to adjourn. Julia Welzen made a motion, seconded by Deb Sherrick to adjourn the meeting. Motion carried. Meeting adjourned at 9:25 a.m.

Submitted by Elaine Steingrubey