



Illinois Heartland Library System
Executive Committee Meeting
August 18, 2014

Call to Order.

James Matthews called the meeting to order at 4:00 p.m.

Roll Call.

Present: Jim Matthews, President
Karen Bounds, Vice President
Jacob Roskovensky, Secretary
Nancy Huntley, Treasurer

Others Present: Leslie Bednar
Adrienne Elam
Peggy Durst

Public Comment.

None.

Minutes.

Karen Bounds moved that the minutes be approved. Jim Matthews seconded the motion. The motion passed unanimously by voice vote.

Bills and Credit Card Report

Since Committees have not yet been assigned, the Executive Committee reviewed the bills and credit card report.

Jacob Roskovensky moved that the bills be approved as submitted. Karen Bounds seconded the motion. Jacob Roskovensky amended the motion to include approval of the credit card report. Karen Bounds agreed. The motion passed by voice vote.

SHARE/Dream Grant Update.

48 libraries have signed documents to join SHARE since last fall. Some of these were before the grant was announced and their costs were grandfathered into the grant.

Operations Update.

Bob Towner, Operations Manager for the Champaign hub retired in June. Chris Janvrin, is now Operations Manager for Decatur and Champaign, and those operations are now combined into one. Edwardsville routes are also being rezoned for better efficiency.

Facilities Update.

Champaign is getting costs for an additional ramp in the delivery area to allow staff to unload more than one van at a time.

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216

Air conditioners are installed in Edwardsville and working very well. Staff is still working on additional bids for the correction of mine subsidence.

The Du Quoin office has added outside seating for staff breaks and lunches.

Grants Update.

No report.

Staffing Update

Two staff members have been hired in Talking Books, one Machine Clerk and one Outreach Advisor. A temporary worker has been hired for accounting to do routine filing and other tasks during audit preparations.

Open Meetings Act**Unfinished Business**

None.

New Business

The committee reviewed the committee assignments. A member at large for the Executive Committee has not yet been appointed. This will be added to the agenda for the Board meeting.

Milford Area Public Schools #124

Milford Area Public Schools is a newly consolidated district. Nancy Huntley moved that the Committee recommend membership approval. Karen Bounds seconded the motion. The motion passed by voice vote. Yes: Matthews, Huntley, Bounds. No: Roskovensky.

Response to A&PC Grant

Work continues on compiling additional documentation for our grant. Changes to the Plan of Service were approved by the Board in July. Budget revisions will be ready for approval at the Board meeting.

Audit Update

We are having difficulty finding dates that will work with the auditors and it is likely we will need to request a 30 day extension for the audit only. The Annual Report is due on September 30. Leslie Bednar will contact Anne Craig to request an extension.

Annual Report

Work has started on the Annual Report.

Board Meeting Preferences

The committee discussed possible times for Board meetings. Board members will be asked if they would prefer to change meeting time to 5 pm

Board Agenda Format

Use of a consent agenda was discussed with a goal of shortening the length of Board meetings.

IHLS Personnel Code

In a telephone meeting with the Illinois State Library they reviewed changes they would like for our Personnel Code concerning the Board's responsibility for hiring, firing and discipline. IHLS has modified its hiring letter to say it is conditional on Board action. Leslie Bednar will request clarification in writing from the Illinois State Library.

Review Agenda for Meeting.

The Committee reviewed the Board agenda.

Public Comment.

None.

Adjourn.

Karen Bounds moved that the meeting adjourn. Jacob Roskovensky seconded the motion. The meeting adjourned at 5:24 p.m.