

**Minutes of the Regular Meeting of the Illinois Heartland Library System Board
July 26, 2011
Carterville Office**

Board Members Karen Bounds, Janet Hasten, Susan Justice, Elizabeth Letterly, Linda Mc Donnell,
Attending: Susan Mendelsohn, Joshua Mikeworth, Brock Peoples, Joan Rhoades, Jacob Roskovensky, Anthony Schuering, George Trammell, Nina Wunderlich.
Absent: Betsy Mahoney, Susan Tulis.
Others Present: Leslie Bednar, Pat Boze, Loretta Broomfield, Janet Cler, Anne Craig, Randy Domineck, Juliette Douglas, Traci Edwards, John Hasten, Pat Norris, Bev Obert, Ellen Popit, Ramona Rollins, Pam Storm, Mick Szymkoski, Lawren Tucker, Diane Yeoman.

Call to Order: Karen Bounds called the meeting to order at 4:38 PM

Roll was taken. Thirteen members were present and two were absent.

Approval of Minutes: The minutes of the June 30, 2011 Transition Board meeting were approved by a voice vote on a motion by George Trammell, seconded by Joshua Mikeworth. The minutes from the July 5, 2011 IHLS Board meeting were approved with the addition requested by Brock Peoples of the name of the bank where the IHLS accounts have been placed and the names of the signatories on the Accounts, Motion made by Nina Wunderlich, seconded by Susan Justice, motion passed by voice vote. This list has been placed with the minutes from the July 5th meeting.

Financial Report: The Finance Committee met on Monday July 25th to review the bills. Mike Szymkoski and the fiscal staff will be preparing financial procedures for the committee to review. Nina Wunderlich presented the bill list for the month of July, the total \$114,265.36. Two bills, one for Plinkit from Lyrasis, \$8,000, and one from Gale Group for \$60,000, were explained to the Board. Motion to approve the bill list, Plinkit and Gale bills was made by Nina Wunderlich, seconded by Susan Mendelsohn. Motion passed by roll call vote, all aye.

Two bills were held this month, one for renegotiation and one to remove extra equipment from the bill. Several questions were asked and answered to clarify the bills. Mike Szymkoski reported that he is checking to see if the second board signatory needs to be bonded or if they are covered by the board insurance.

Public Comment: There was no public comment.

Staff Report: A written report was given. Ellen Popit stated that all staff was working hard and collaboratively.

There was a question about a former retired employee that has returned to the Champaign office to close out the FY 11 audit, annual report, and clean up of files. The length of time is 23 days in July and August. There was a question about liability issues. The board requested a report on any retirees working in the building and a report on when the transfer of signatories from former system accounts to IHLS accounts have been made. It was stated that all accounts will be transferred to IHLS by August 1. There was a question on how long it takes to do an audit; the answer about one month.

ISL Report: Pat Norris and Anne Craig walked the Board through a printed PowerPoint slide presentation giving an overview to the roles of the State Library, financial picture of the state, and the priorities and activities set out for the systems for FY 12. Follow-up questions were asked and answered. There was concern about the funding formula for systems and how to go about changing it.

LLSAP Report: Leslie Bednar presented a PowerPoint on the LLSAPs in the Heartland. This contained background information about the LLSAPs and the current activities of the LLSAP working group and its committees.

There was a question on the Champaign Public Library and Resource sharing. Pat Boze recapped the history of the Champaign issue for those Board members who might not be aware of it. Ultimately Champaign Public Library was not following Lincoln Trail resource sharing policies and is not meeting IHLS policy. There are two issues; one is not following the policy and second is their desire to pull out of the LLSAP. This will be looked into and a letter sent to Champaign giving them their options and time frame for response.

Unfinished Business:

Board Meeting Time, Location and Dates: Meetings will start at 6 PM and be held on the fourth Tuesday of the Month. The next meeting locations and dates are:

- August 23 at the Champaign Office
- September 27 at the Decatur Office
- October 25 at the Edwardsville Office
- November 22 at the Helen Matthes Library in Effingham

A mileage reporting form is in development and all board members were asked to keep track of their mileage to meetings.

Committee Appointments: The Committee Appointments were announced. Karen Bounds as President with the help of the Executive Committee tried to give everyone their choices of committee assignments.

Executive Search Committee: The Committee met on July 20th with the Dan and Jobeth Bradbury of Bradbury Associates/Gossage Sager Associates. They went through a process of identifying the final candidates who will be brought in for interviews. The names of the finalist in alphabetical order are: Bednar, Boze, Byerly, Obert and Wright. Upon consideration of the financial instability in Illinois, Wright withdrew his name from the process. A two-day interview process will take place on August 8 and 9. Joan Rhoades moved and Elizabeth Letterly seconded a motion to bring Dan and Jobeth Bradbury to Illinois to assist with the interview process for a fee of \$2,000. Motion carried by roll call vote. Elizabeth Letterly moved and Joshua Mikeworth seconded a motion to pay all candidates for the position one night's lodging, mileage and meals. Motion carried by roll call vote.

The Executive Committee has met to discuss the salary/benefits and relocation allotment for the new Director. The Executive Committee will meet Aug 8 to finalize. It has been recommended that only those Board members who are able to attend all four interviews be allowed to vote for a candidate. A motion to accept this recommendation was made by Joan Rhoades, seconded by Brock Peoples, approved by voice vote.

Appointment of the Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Officers: It was suggested that Juliette Douglas be appointed the FOIA officer with Mike Szymkoski as her back up and that Mike Szymkoski be appointed the OMA Officer with Juliette Douglas as his back up. Nina Wunderlich moved and Tony Schuering seconded a motion to appoint Juliette Douglas FOIA Officer and Mike Szymkoski as OMA officer. Motion carried by voice vote.

New Business:

ISL Review of Area and Per Capita Grant Application: Ellen Popit reported on a discussion held with the State Library on Monday, July 25th. Each point of the letter was reviewed. IHLS staff can respond to the request for additional budget information and make modifications to policies. All this is doable and in a timely fashion.

Real Estate: This item was tabled till after the Personnel discussion on a motion by Tony Schuering, seconded by Susan Mendelsohn. Motion carried by voice vote.

Personnel: Ellen Popit reported:

- Termination letters will be sent to the three employees that are not continuing with the system and that no challenge will be made for unemployment claims.
- Positions needing to be filled in Illinois Heartland are:
 - Part Time Driver at Carterville
 - Sorting page at Champaign
 - LLSAP Manager at Decatur
 - Delivery Assistant at @ Edwardsville.
- A FOIA request had been sent to the system and the information requested had been provided to the individual
- Ellen and Juliette talked with the Union Representatives; further information will be brought to the Board.
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Real Estate: This issue was brought back to the table. Motion made to go into executive session pursuant to section 2 (c)(6) of the open meetings act by Linda McDonnell, seconded by Tony Schuering. Motion carried by roll call vote. The Board went into Executive Session at 7:23 PM.

The Board came back into Open session at 8:12 PM. The following was moved by Tony Schuering seconded by Brock Peoples. Pending approval by legal council of the Secretary of State, a motion is made to give the Interim Director and Edwardsville Location Manager permission to pursue a lease agreement and potential sale of property at the Edwardsville location. Motion carried by roll call vote.

StarNet Contract: A contract with StarNet and Illinois Heartland for delivery services was presented to the Board. Tony Schuering moved and George Trammell seconded a motion to approve the contract with StarNet. Motion approved by voice vote.

Prevailing Wage: The 2011 Prevailing Wage Resolution was presented to the Board. Brock Peoples moved and Joan Rhoades seconded a motion to approve the Prevailing Wage Resolution. Motion carried by voice vote.

Declaration of Surplus Material: George Trammell moved and Brock Peoples seconded a motion to approve the surplus materials list from the Carterville Office. Motion carried by voice vote.

Professional Organizations: A discussion was held on how much involvement IHLS can take in professional organizations. ISLMA had reserved a booth space for RAILS and IHLS for \$550 if they wanted it. It was decided that due to budget limitations IHSL will not have a booth. However, Michael Piper, Interim director for RAILS, and the new Executive Director of IHLS will team up for a presentation at the ISLMA Conference.

Public Comment: There was no public comment.

Announcements: A reminder the next meeting is August 23 at the Champaign office, 6 PM

Adjournment: Tony Schuering moved and Joan Rhoades seconded a motion to adjourn.