



Illinois Heartland Library System

ILLINOIS HEARTLAND LIBRARY SYSTEM

BOARD MINUTES

DATE: March 22, 2016

TIME: 5:00 pm

- **Champaign Office:** 1704 W. Interstate Drive, Champaign, IL 61822, 217-352-0047
- **Du Quoin Office:** 500 S. Madison, Du Quoin, IL, 618-985-3711
- **Edwardsville Office:** 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
- **Decatur Public Library:** 130 North Franklin Street, Decatur, IL 62523-1327, 217-424-2900
- **Effingham Public Library:** 200 N. Third Street, Effingham, IL 62401, 217-342-2464
- **Gilman-Danforth District Library (Gilman):** 715 North Maple Street, Gilman, IL 60938, 815-265-7522
- **Illinois State Library,** Gwendolyn Brooks Bldg., 300 South 2nd Street, Springfield, IL 62701, 217-785-5600
- **Marion Carnegie Public Library:** 206 South Market Street, Marion, IL 62959, 618-993-5935
- **Morrison-Talbott Library (Waterloo):** 215 Park Street, Waterloo, IL 62298, 618-939-6232
- **Olney Public Library:** 400 West Main Street, Olney, IL 62450, 618-392-3711

| Agenda Item | Motion | Result |
|-------------|---|----------------------|
| 3 | Approve the March 22, 2016, Consent Agenda a. Approval of February 23, 2016 Minutes b. HR Report c. SHARE/Dream Grant Report d. Staff Activity Report e. IT Report (Membership Report) f. Operations Report | Approved |
| 4 | Approve the March 2016 Bills | Roll Call – Approved |
| 5 | Accept the Financial Reports | Approved |
| 9.a | Accept the Staff Update | Approved |
| 14.a | Accept revised FY2016 Budget Narrative | Approved |
| 14.b | Accept revised FY2016 Plan of Service | Approved |
| 14.c | Accept IMSA Narrative and Timetable | Approved |
| 18 | Adjourn | Roll Call - Approved |

Call to Order Leander Spearman called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Edwardsville: Leander Spearman, Mary Barteau, Lynda Clemmons, Jim Fenton, Tina Hubert, and Susan Justice

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

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500 South Madison
Du Quoin, IL 62832
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6725 Goshen Road
Edwardsville, IL 62025
618-656-3216

Champaign: Geoffrey Bant, Sarah Isaacs
Du Quoin: Sandy West
Effingham: Charlene Topel
Illinois State Library: Rachel Fuller
Marion: George Trammell
Absent: Clyde Hall (excused), Gary Denué (excused)

Other Attendees:

Champaign: Joan Bauer, Kathleen McGonigle
Du Quoin: Troy Brown, Tracy Edwards, Ellen Popit
Edwardsville: Brandon Chapman, Chris Dawdy, Colleen Dettenmeier, Adrienne Elam, Kathy Jackson, Rhonda Johnisee, Shirley Paden, Susan Palmer, Julia Pernicka, Leslie Bednar, Stacie Bushong
Illinois State Library: Anne Craig, Cyndi Colletti, Debra Aggertt, Tom Hubert
Decatur Public Library: Robert Edwards, Bobbi Perryman

Consent Agenda

Rachel Fuller requested the Operations Report be removed from the Consent Agenda. Susan Justice made a motion to accept the Consent Agenda minus the Operations Report, seconded by Lynda Clemmons. Motion passed.

Tina Hubert motioned to accept the Operations Report, Sandy West seconded. Motion passed.

Approval of Bills February 2016

Sandy West motioned to approve the February 2016 Bills, Tina Hubert seconded. Motioned passed with a roll call vote.

Financial Reports

Sandy West motioned to accept the Financial Reports, Susan Justice seconded. Motion passed.

FOIA Update

None

Public Comment

None

Communication

Leslie Bednar shared a letter from Southern IL Libraries on the Go E-Book consortium to the IHLS Board of Directors. The letter expresses appreciation to Lesley Zavediuk and Chris Dawdy for their support during the migration of the consortium's Overdrive digital collection to the (3M) cloud library.

Staff Report

Staff Update

Tina Hubert motioned to accept the Staff Update, Sandy West seconded. Motion passed.

Staff Update/Secondary Employment

The Staff Report included the Staff Update, a Secondary Employment request for an administrative position that started a home business on the weekend, and a memorandum from Leslie Bednar to the Executive Team. Tina Hubert motioned to accept the three items in the Staff Report, Jim Fenton seconded. Motion passed.

Rachel Fuller reported they reviewed document previously submitted and the personnel code.

Illinois State Library Report

Anne Craig announced that Patricia Burg, formerly of the Illinois State Museum, has joined them in library development. Cyndi Colletti announced her retirement effective May 1 and Debra Aggertt will be her replacement. Ms. Craig also encouraged the Board to attend the ISLAC meeting on April 14, 2016. The Targeting Autism forum on March 10-11 was very successful.

Committee Reports

Executive

Leander Spearman announced that there will be a joint IHLS Executive Committee and SHARE Executive Council meeting on April 11 at 3:00 p.m. Agenda and meeting details are forthcoming.

Finance

Sandy West reported that the committee continues to meet on a monthly basis to review and approve reports.

Membership & Policy

No report

Facilities & Operations

Sarah Isaacs asked about the status of surplus vehicles. Susan Palmer indicated they are waiting on more information regarding the new ILDS contract before making a final decision.

Personnel

Rachel Fuller indicated they met to review the personnel code.

Nominating Committee

Leslie Bednar stated the [ballot](#) for FY2017 additions to the board of directors was sent out on Tuesday, March 15, and will close April 15. As of today, 88 member libraries have completed the survey. All members are highly encouraged to participate. The committee will meet again after voting has closed to verify the results and confirm winners.

Board Citation Review

Lynda Clemmons and Susan Justice presented an overview of the [Americans with Disabilities Act](#) (ADA) (42 USC 1201). They emphasized the definition of disability under ADA is a legal, not medical, term. The definition includes physical or mental impairment that substantially limits one or more major life activity, or those who do not have a disability but are regarded as having a disability. For public libraries Titles I and II of the Act are most appropriate.

Sarah Isaacs and Sandy West will review the Illinois Human Rights Act (775 ILCS 5) citation at the April meeting.

Unfinished Business

Open Board Seat

Leander Spearman has reached out to a librarian for the open School Library Representative seat and will know more next week.

Proposed Bylaws Change

First reading of the proposed changes to the Bylaws regarding Finance Committee responsibilities and Board Meetings. These will be posted for member comment.

FY2016 IHLS Funding

Three attachments were included under new business. All three items will be sent to the ISL prior to the March 31 deadline for the System Area and per Capita Grant resubmission.

New Business

Revised FY2016 Budget Narrative

The Finance Committee approved the Revised FY2016 Budget Narrative at their March 16 meeting. Sandy West motioned to approve the FY2016 Budget Narrative, Lynda Clemmons seconded. Motion passed.

Revised FY2016 Plan of Service

Leslie Bednar reported staff made changes related to activities eliminated for this fiscal year due to funding deficit. Tina Hubert motioned to accept the revised FY2016 Plan of Service, Sandy West seconded. Motion passed.

IMSA Narrative and Timetable

Sarah Varner and Ellen Popit, in consult with the ISL Talking Book and Braille Services (TBBS) staff completed the Illinois Machine Sublending Agency (IMSA) Narrative and Timetable. Lynda Clemmons motioned to accept the IMSA Narrative and Timeline, Sandy West seconded. Motioned passed.

Proposed Membership Criteria Revision

This was a first reading. Susan Justice and Ellen Popit indicated the developmental membership category was deleted.

IHLS Active Shooter Report

Stacie Bushong discussed the active shooter training for IHLS staff. The IHLS Staff Safety Committee also compiled a report with recommended changes resulting from the training to protect both staff and visitors.

Agenda Building

To ensure adequate time to review the packet, please submit all committee reports as soon as possible.

Public Comment

None

Announcement

Committee meetings already scheduled include:

Personnel – April 7, 4 p.m.

Facilities – April 11, 4 p.m.

Policy and Membership – April 19, 2 p.m.

Finance – April 19, 3 p.m.

Executive – April 20, 4 p.m.

Statements of Economic Interests may be filed online with the Madison County Clerk's Office beginning the end of March through April. Check your email for a message from that office that contains complete instructions for completion. If you have any issues trying to complete the form please contact Leslie.

Adjournment

Sandy West motioned to adjourn, Lynda Clemmons seconded. Motion passed with a roll call vote.

Meeting adjourned at 6:00 p.m.