

**Minutes of the Regular Meeting of the Illinois Heartland Library System Board
July 5, 2011
Hilton Garden Inn, Effingham**

Board Members Karen Bounds, Janet Hasten, Elizabeth Letterly, Betsy Mahoney, Linda
Attending: McDonnell, Susan Mendelsohn, Joshua Mikeworth, Brock Peoples, Joan
Rhoades, Jacob Roskovensky, Anthony Schuering, George Trammell, Susan
Tulis, Nina Wunderlich.
Absent: Susan Justice.
Others Present: Leslie Bednar, Pat Boze, Anne Craig, Juliette Douglas, John Hasten, Greg
McCormick, Beverly Obert, Ramona Rollins, Ruth Shasteen, Pam Storm, Mike
Szymkoski, Diane Yeoman, and Peggy Durst.

Call to Order: Ellen Popit called the meeting to order at 6:30 p.m.

Ellen Popit asked a member of the audience to draw a name for the meeting Convener. Jacob Roskovensky was chosen.

Roll was taken. Fourteen members were present and one was absent.

Nominations for Officers:

Office	Nominee	Nominated by	Seconded	Votes
President	Karen Bounds	Joan Rhoades	Janet Hasten	8
	Nina Wunderlich	Linda McDonnell	Susan Mendelsohn	6

George Trammell moved that nominations for President close. Anthony Schuering seconded the motion. Motion passed unanimously by roll call vote. A vote for the office of President was taken by a show of hands. Bounds was elected Board President.

Office	Nominee	Nominated by	Seconded	Votes
Vice President	Nina Wunderlich	Jacob Roskovensky	Anthony Schuering	3
	Joan Rhoades	Janet Hasten	Elizabeth Letterly	8
	Linda McDonnell	Nina Wunderlich	Brock Peoples	3

Anthony Schuering moved that nominations for Vice President be closed. Susan Tulis seconded the motion. Motion passed unanimously by roll call vote. A vote for the office of Vice President was taken by a show of hands. Rhoades was elected Vice President.

Office	Nominee	Nominated by	Seconded	Votes
Secretary	Linda McDonnell	Nina Wunderlich	Brock Peoples	7
	Janet Hasten	Joshua Mikeworth	Susan Tulis	7

Anthony Schuering moved that nominations for Secretary be closed. Libby Letterly seconded the motion. Motion passed unanimously by roll call vote. A vote for the office of Secretary was taken by a show of hands. After two tie votes, a coin toss selected Janet Hasten as Secretary.

Office	Nominee	Nominated by	Seconded	
Treasurer	Nina Wunderlich	Linda McDonnell	Jacob Roskovensky	9
	Brock Peoples	Susan Mendelsohn	Anthony Schuering	5

George Trammell moved that nominations for Treasurer be closed. Anthony Schuering seconded the motion. Motion passed unanimously by roll call vote. A vote for the office of Treasurer was taken by a show of hands. Wunderlich was elected Treasurer.

IHLS Board Officers for FY12 are:

President	Karen Bounds
Vice President	Joan Rhoades
Secretary	Janet Hasten
Treasurer	Nina Wunderlich

Board members selected numbers to determine years of services. The results are:

Name	Years of Term
Bounds	1
Hasten	3
Justice	1
Letterly	3
Mahoney	3
McDonnell	2
Mendelsohn	1
Mikeworth	2
Peoples	2
Rhoades	1
Roskovensky	1
Schuering	2
Trammell	2
Tulis	3
Wunderlich	3

Susan Tulis asked if those Board members who drew a one-year term could run for another term. The bylaws state that Board members may serve up to six years.

Public Comments: Diane Yeoman (Illini Central Schools and Mason City PLD) congratulated the Board on crossing the original system boundaries in their nomination and election of officers and stated that it inspired her confidence in the board to do what is right for all of Illinois Heartland Library System.

Financial Report: Ellen Popit told the Board that a financial report was distributed at the beginning of the meeting. Nothing has changed since the June 30 reports. More information will be provided once the information from all four locations is combined. Anthony Schuering moved that the Board accept the financial report. Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

Staff Report: Ellen thanked her colleagues for working with her to prepare the agenda for the meeting. On Friday morning, email addresses and voice mail messages were changed to reflect the new system's name. She stressed the need to communicate with all staff and system members in order to come together as one agency. A meeting of all staff is scheduled for July 6th. Anthony Schuering moved that the Board accept the Staff Report. Joan Rhoades seconded the motion. The motion passed unanimously by roll call vote.

Illinois State Library: Anne Craig congratulated the Board and System staff for their achievement of holding the first Illinois Heartland Board meeting. She stated that the state's fiscal condition continues to be difficult and may be difficult for several more years. She stressed the Illinois State Library's interest in providing LLSAP and delivery support as priority services from the library system. Greg McCormick added that the Board and staff should keep the state fiscal condition in mind when implementing the system budget.

New Business: Anthony Schuering moved that the Board appoint Ellen Popit as Interim Director. Brock Peoples seconded the motion. The motion passed unanimously by roll call vote.

Nina Wunderlich moved that the Board review and ratify each of the proposed Transition Board Resolutions separately. Joan Rhoades seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-01: Brock Peoples moved that the Board approve the Bylaws as amended by the Transition Board (TBD 2011-01). Anthony Schuering seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-02: Brock Peoples moved that the Board adopt the Resolution on Meetings via Electronic Means (TBD 2011-03). Anthony Schuering seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-04: Elizabeth Letterly moved that the Board approve the Resolution to participate in the Illinois Municipal Retirement Fund (IMRF). Joan Rhoades seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-09: Joan Rhoades moved that the Board approve Membership Criteria (TBR 2011-09/TBD 2011-10). Betsy Mahoney seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-11: Anthony Schuering moved that the Board adopt the Financial Policy (TBD 2011-16). Joshua Mikeworth seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-12: Nina Wunderlich moved that the Board approve the Resolution on Investment of Public Funds (TBD 2011-17). Susan Tulis seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-13: Linda McDonnell moved that the Board approve the Membership Grievance Policy (TBD 2011-18). George Trammell seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-14: Jacob Roskovensky moved that the Board approve the Freedom of Information Act Procedures (TD2011-19). Elizabeth Letterly seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-15: The Board discussed the Resource Sharing Plan and Policy (TBD 2011-20). Discussion included whether reciprocal borrowing of school library materials by public library patrons is mandatory. It was noted that the policy is subject to "when regulations governing the nonpublic library allow." The matter of timely billing for lost books will be addressed later. Joan Rhoades moved that the Board accept the Resource Sharing Plan and Policy, but that the IHLS Board review the policy this year. Anthony Schuering seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-16: Jacob Roskovensky moved that the Board approve the LLSAP Reserve and Revenue/Expenditure Funds Policy (TBD 2011-21) with the following change: The first sentence in the first bullet point should read: *Under the new administrative structure, for each of the four LLSAPs separate restricted funds will be created in the budget (including accumulating interest on those funds).* Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-23: Brock Peoples moved that the Board approve the Illinois Heartland Library System salary Range and Classification Schedule July 1, 2012 as the ranges to be utilized in developing the FY 2012 Budget and for hiring personnel as presented with the understanding that it be reviewed with the assistance of HR personnel and an outside consultant if necessary and that those findings be presented to the Board. Linda McDonnell seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-25: Joan Rhoades moved that the Board approve the resolution to carry forward service credit and unused sick leave to IHLS beginning July 1, 2011. Jacob Roskovensky seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-40: Jacob Roskovensky moved that the Board approve the IHLS Personnel Code (TBD 2011-37) with the understanding that it will be offered to employees to examine and give feedback. Linda McDonnell seconded the motion. The motion passed by roll call vote. Yes:

Bounds, Hasten, Letterly, Mahoney, McDonnell, Mendelsohn, Mikeworth, Peoples, Rhoades, Roskovensky, Trammell, Tulis, and Wunderlich. Present: Schuering.

TBR 2011-05: Joan Rhoades moved that the Board resolve to offer COBRA benefits and IMRF continuance privilege to employees and retirees of the former Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library system and Shawnee Library System. Brock Peoples seconded the motion. The motion passed unanimously by roll call vote.

TBR 2011-24: Brock Peoples moved that the Board approve the establishment of Governmental Proprietary and Fiduciary Fund Types as described in the resolution. Susan Mendelsohn seconded the motion. The motion passed unanimously by roll call vote.

Board Meeting Dates and Times: Anthony Schuering moved that the next meeting of the Board will be on July 26th at the Carterville office at 4:30 p.m. Brock Peoples seconded the motion. The motion passed unanimously by roll call vote. A decision on future dates and times will be made at the July 26th meeting.

Board Committees: Ellen Popit told the Board that the Executive Committee will meet to review the interest surveys received from Board members and make committee assignments. They will also choose one additional member for the Executive Committee.

Bank Accounts: Brock Peoples moved the Board authorize IHLS staff to take necessary steps to establish bank accounts and signatories for those accounts. Susan Tulis seconded the motion. The motion passed unanimously by roll call vote.

Bonding: Anthony Schuering moved that the Chief Financial Officer be authorized to obtain bonding for the Board Treasurer. Libby Letterly seconded the motion. The motion passed unanimously by roll call vote.

Executive Director Search: Ellen Popit reviewed the Modified Search Schedule for the Executive Director position. July 5 is the deadline for applications. The Search Committee will meet with Bradbury Associates on July 20 to review letters and resumes. The Search Committee currently has 9 members, including Karen Bounds, Janet Hasten, and Betsy Mahoney from the IHLS Board. There was a consensus that those Search Committee members who served on the Transition Board should continue to serve on the committee. Names were drawn and Linda McDonnell and Susan Mendelsohn were added to the Search Committee.

Elizabeth Letterly requested that the agenda include public comments at the end of the meeting as well as at the beginning.

Adjourn: Anthony Schuering moved that the meeting adjourn. Joan Rhoades seconded the motion. The meeting adjourned at 9:15 p.m.