

Illinois Heartland Library System  
Executive Committee Meeting  
July 14, 2014

**Call to Order.**

James Matthews called the meeting to order at 5:00 p.m.

**Roll Call.**

Present: Jim Matthews, Secretary  
Susan Mendelsohn, Treasurer  
Karen Bounds, Member At-Large  
Others Present: Leslie Bednar  
Peggy Durst

**Public Comment.**

None.

**Minutes.**

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

**SHARE/Dream Grant Update**

Joe DeVillez has been hired as a Dream Grant Circulation Specialist. He previously worked in the Talking Books department. He will train staff at new libraries and do circulation training in general and a lot of assisting members with circulation questions and reports.

Some adjustments have been made with staff responsibilities in SHARE. Bev Obert's responsibilities will be doing more training and helping with patron records as her OCLC responsibilities have lightened.

**Operations Update.**

Susan Palmer is working with Operations Managers to revise all routes. Our goal is to review all and make it possible to add a stop when needed, even if it is not the library's regular delivery day. Susan will be meeting with Ron Winner from the Illinois State Library and Mark Hatch from RAILS to determine how we will implement the statewide delivery recommendations.

**Facilities Update.**

The Du Quoin office has had no additional water problems. Susan Palmer met with the co-owners of the building. They seem to be more cooperative in finding a permanent solution to the drainage challenge in front of the building. We may need additional changes to IMSA storage and add a manually operated backup door.

**Grants Update.**

IHLS Staff is preparing to send quarterly and annual reports to the Illinois State Library for various grants.

**Staffing Update**

Joe Devillez has been appointed as Circulation Specialist. A page has been hired in Du Quoin.

**Unfinished Business*****Long Range Plan***

The committee reviewed proposals from three firms for a Long Range Plan Consultant. The committee will make a recommendation at the Board meeting.

***Staff Retreat***

The June 20 retreat went very well. Most staff members were able to attend. The focus was on customer service and the image IHLS staff present to our members. Staff also received an updated copy of the Personnel Manual.

**New Business*****Open Board Position***

Susan Justice, Eldorado, has agreed to fill the vacant seat on the IHLS Board.

***Board Officer Nominations Committee***

Board members were sent a nominations form. There may also be some nominations from the floor at the Board meeting.

***Review Agenda for Meeting.***

The Committee reviewed the Board agenda.

**Public Comment.**

None.

**Adjourn.**

Susan Mendelsohn moved that the meeting adjourn. Karen Bounds seconded the motion. The meeting adjourned at 5:53 p.m.