

EXECUTIVE COMMITTEE MEETING

May 20, 2015, 4 p.m.

DRAFT - Meeting Minutes

Attendees:

1. Call to Order – by James Matthews @ 4:04
2. Roll Call
 - James Matthews, President – present
 - Karen Bounds, Vice President - present
 - Jacob Roskovensky, Secretary – present
 - Nancy Huntley, Treasurer – present
 - Valerie Green, Member At Large – present

Other Attendees: Kimberly Townsend/Leslie Bednar
3. Public Comment – none
4. Approval of April 22, 2015 Minutes (**Attachment A**)
 - Motion to approve 4-22 minutes by Nancy Huntley, Karen Bounds seconded. Motion carried by roll call vote.
5. SHARE/Dream Grant Update
 - Last Friday sent Memorandums of Understanding (MOU) to all SHARE members. Mail merge used was a good process for such a large organization. Lists all modules and extra services for members.
6. Administrative Updates
 - a. Operations
 - i. Transitioning to new operations manager – Faith’s last day is Friday May 22 (DQ) – adjusting zoned routes.
 - ii. Tom Dorst working with Susan and Mark Hatch from RAILS on the Statewide Delivery Committee Recommendations.
 - b. Facilities



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- i. Susan ordered appraisal for building in CH. Will help in our decision to determine value vs cost of repairs.
 - ii. Landlord DQ –
 - 1. roof has not been patched in DQ (there is a tarp in place now)
 - 2. Two weeks ago power was cut on Friday. Ameren cut power – it was a mistake per landlord, it was fixed an hour later – determined it was due to landlord’s late payment.
 - c. Grants
 - i. Submitted FY16 MARC of Quality Grant - Extending FY15 grant for two years (for database clean up work)
 - ii. Submitted CMC FY16 grant application
 - iii. Received \$730,333.34 in APC Grant funds on May 7, bringing us to 79% of \$3.364 M allocation for FY2015.
 - d. Staffing
 - i. All staff day June 11th – will put in the next Moving Forward newsletter that we will be closed that day.
 - ii. Theme – Healthy Habits
- 7. Open Meetings Act
 - a. Leslie – Closed meeting minutes
 - i. Kimberly spoke to Chris Boggs - once minutes are no longer closed we keep for same length of time of all other board minutes, and we follow same destruction schedule.
 - ii. If not opened – must continue to review until opened.
 - iii. Must have a written record of all open minutes – will need to be approved. Public body must approve the destruction of the verbatim minutes. Can destroy the verbatim minutes once written approved are on file.
 - iv. Will complete the remaining review by June
 - v. June will address remaining sessions. – We will vote on disposal of verbatim minutes and minutes to open. Verbatim minutes will be transferred to written form completely by the June board meeting.
- 8. Committee Updates
 - a. Membership and Policy



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- i. Did not meet this month
 - b. Finance
 - i. Meeting on 21st – will provide a verbal report
 - c. Personnel –
 - i. Met May 7th and to date have received two directors evaluations. Will send a reminder to board.
 - ii. Proposed personnel changes will be brought to the board. Fairly minor changes. Will report to board. Minutes will be report for board in consent agenda.
 - d. Facilities
 - i. No meeting
 - e. Long Range Planning
 - i. Survey closed on May 8th, and the report is being put together by the consultants. Will see a draft after Memorial Day.
 - ii. Report for meeting – written report – Nancy will provide.
 - f. Nominating
 - i. Election is complete – election will be certified this month.
- 9. Unfinished Business
 - a. 2015 Annual Meeting – 50th Anniversary of Systems in Illinois – June 23rd
 - i. Reminder annual meeting at Champaign office.
 - ii. Board meeting starts at 5pm. Annual meeting starts at 4pm. Light hors d'oeuvres.
 - iii. Will invite new board members.
 - iv. Will invite staff at office location CH
 - v. Annual items will be approved/Counsel/Prevailing wage etc.
 - vi. Recognize board members that are leaving – thank you.
 - b. All Systems Board Meeting May 12 – Annual joint meeting
 - i. Nice meeting and lunch
 - ii. Enjoyed hearing Jesse White's four principles
- 10. New Business
 - a. Unserved Population in IHLS (**Attachment B**)
 - i. Map shows unserved members in each area – RAILS and IHLS
 - ii. RAILS 8% IHLS 25% unserved
 - iii. State wide library card is not very popular
 - 1. Many unserved can utilized library in their school district



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2. Library card – nonresidents – need a process on what price and when to provide.
 3. Need to refocus our efforts to make our libraries stronger.
- b. IHLS Operations Committee
- i. RAILS has a delivery committee – its focus is delivery only.
 - ii. Will provide the board with more IHLS delivery information – as a core service.
 - iii. Combine with Facilities and call it Operations – to provide delivery information. Think about a permanent standing committee rather than an adhoc committee due to its importance.
 - iv. Start conversation at May meeting to see our direction.
- c. RAILS Membership Standards Process
- i. RAILS – Long Range Planning process determined they would look at membership standards
 - ii. It was determined that standards would need equal agreement with IHLS and RAILS before going forward.
 - iii. Dee Brennan understands that IHLS is not currently ready to move forward with this and it should not move forward without our members.
 - iv. Discussed direction in this process. Determining our official response. Will present a drafted letter at the next board meeting.
- d. Review May Board Agenda –
- i. Will have a written executive committee report
 - ii. Policy – did not meet no report
 - iii. Personnel – written report
 - iv. Financial report outside of consent agenda
 - v. Board election – action item
 - vi. Long Range Planning will be written
 - vii. Finance – will do verbal report.
 - viii. Personnel VG will give a verbal also to go over proposed changes under new business...reminder to fill out evaluation under verbal report.
 - ix. Unfinished business – Open Meetings Act. Basic topic leave same. Will be an action item (review of closed session minutes) – will approve some of the minutes. Remainder in June
 - x. New business – Employee Health Insurance Proposal – Action – plan represent no increase - Level Funding proposal is recommended.
 - xi. Personnel Code Update – action item
 - xii. Online Auction Process – for surplus materials



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- xiii. June – Library System Act Overview – Part 1
- xiv. Map will be presented
- xv. Announcement - annual meeting in CH office/Board retreat in July 8 & 9
announce it/time for board annual meeting.

11. Public Comment

12. Announcements

13. Adjournment – Motion to adjourn was called by Karen Bounds, Valerie Green second, Motion passed by roll call vote - adjourned 5:44pm

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