



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING

Date: September 21, 2016

Time: 3:30 p.m.

(via phone, Adobe Connect, and at the office listed below)

6725 Goshen Road, Edwardsville, IL 62025

### Members

-Sandy West, Geoff Bant, Tina Hubert, Sarah Isaacs, Rachel Fuller

### Call to Order

- Sandy West called the meeting to order at 3:30 p.m.

### Roll call

- Members present: Sandy West, Geoff Bant, Tina Hubert, Sarah Isaacs, Rachel Fuller

- Others present: Stacie Bushong, Leslie Bednar

### Public Comment

-None

### Approval of August 17, 2016 minutes

-Rachel Fuller motion, Geoff Bant second. Motion passed by roll call.

### SHARE Update:

-Chris Dawdy has sent a letter to some ILLNET members in RAILS inviting them to join SHARE as we have been encouraged to do by the Illinois State Library. We have received some responses in addition to an inquiry from one library who did not receive a letter.

### Administrative Updates:

#### *Accounting*

- Human Resources and Accounting staff attended a half-day law update seminar presented by Lowenbam Law that was quite helpful. May lead to some procedural changes in the near future.

#### *IT*

-Leslie Bednar reported IHLS purchased 5 licenses for ZOOM and began to roll out slowly in staff and committee meetings.

#### *Facilities and Operations*

- Delivery has improved turn-around time for members in the Champaign hub. RAILS will be putting out an RFP to find someone to do the ILDS shuttles from Edwardsville and Carbondale.

#### *Grants and Membership*

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Carbondale Office:  
1740 Innovation Drive  
Carbondale, IL 62903  
618-985-3711

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

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

-Leslie Bednar reported that Ellen Popit has been working with member libraries to assist with their IPLAR applications. She is also promoting the ESSA (Every Student Succeeds Act) listening tour opportunities for our members.

#### ***Administration***

-we are focused on completion of the annual report.

#### **Open Meetings Act Compliance:**

-Leslie Bednar verified it is acceptable for us to remind everyone to keep mics open during meetings.

#### **Committee Updates:**

##### **Advocacy:**

-Sandy West reported they committee held their first meeting. Pat Wagner of Pattern Research provided training to help us decide our focus and launch our team.

##### **Finance**

-Tina Hubert reported all members attended their meeting. The auditors from Scheffel Boyle presented a draft audit.

##### **Personnel**

-Geoff Bant reported they had to move their original meeting date from September 1<sup>st</sup> to September 8<sup>th</sup>. The meeting was started late waiting for the final member to arrive. The meeting was short-- the July minutes were accepted and set the date of next meeting for October 6.

##### **Facilities and Operations**

-Sarah Isaacs reported the committee did not meet as a quorum was not reached. Next meeting October 2 at 4 p.m.

##### **Policy & Membership**

-Rachel Fuller reported the committee has agreed to a standard meeting the first Monday of each month at 4:00 p.m. They discussed the ballot measure that could result in closure of the Brighton Public Library in addition to dissolving the entire library district. Members Matter had 46 participants, advocacy and challenging patrons was the focus.

##### ***Unfinished Business:***

##### **State Budget and Projections:**

-Leslie Bednar reviewed funding projections for FY2017. Also, reported the health insurance bids are in their final stage. One broker has given a possible option of significantly lower cost to the system however it would increase cost for staff. It was agreed to see if there is an option that could still save IHLS money without drastically impacting the cost increase to staff

##### **Personnel:**

-Tina Hubert motion to go into closed session. Geoff Bant second. Committee went into closed session at 4:43 p.m. Closed session ended at 4:57 p.m.

Closed session recitation: Recommend that IHLS Board of Directors approve and execute the revised Executive Director Employment Agreement. Motion by Tina Hubert, second by Geoff Bant. Motion passed unanimously by roll call vote.

Recommend IHLS Board of Directors begin process to establish raise percentage for Executive Director and for IHLS/SHARE staff. Motion by Tina Hubert, second by Sarah Isaacs. Motion passed unanimously by roll call vote.

**Board Meeting Locations:**

-Until technical issues are resolved board meetings will continue to be held at the three IHLS hubs and the Illinois State Library.

***New Business:***

**Champaign Office Roof Replacement**

-Tina Hubert motion, Rachel Fuller second to accept management recommendation of King Lar Roofing. Motion passed by roll call vote.

**FY2016 Annual Audit**

-Leslie Bednar will send audit draft out to full board prior to the board meeting.

**FY2016 Annual Report**

-Leslie Bednar reported remaining documents are completed for the annual report which is due September 30, and a link will be made available on the IHLS site when the document is completed and sent to the Illinois State Library.

**Vendor Offers**

-Sandy West recommends the board take a position of vendor offers to IHLS members who are not SHARE members. Rachel Fuller said when she received the survey with a question on this topic, she felt it would be a good policy to make as a way to demonstrate that IHLS supports all member libraries, even those who have chosen not to join SHARE.

**Review September 27, 2016 Board Meeting Agenda**

-Will add the Advocacy committee to committee reports. Leslie to find out if the Personnel action under Unfinished Business can be removed.

**Public Comment**

-None

**Announcements**

-Sandy West reminded board members to register on L2 for all meetings.

**Adjournment**

-Geoff Bant motion, Tina Hubert second. Motion passed by roll call. Adjourned at 5:57 p.m.