

**Minutes of the Illinois Heartland Library System Board
November 25, 2014
Helen Matthes Public Library, Effingham, Illinois**

Call to Order

President James Matthews called the meeting to order at 5:01 p.m.

Roll Call

Board Members Attending: Karen Bounds, James Fenton, James Matthews, Leander Spearman

Board Members Attending by V-tel: Gary Denué, Rachel Fuller, Nancy Huntley, Sarah Isaacs, Susan Mendelsohn, Jacob Roskovensky, George Trammell, Sandra West.

Board Members Attending by Phone: Valerie Green, Susan Justice

Board Members Absent: Lynda Clemmons

Others Present:

- Phone:*** Kathy Jackson
- Champaign:*** Robert Brady, Bev Obert
- Decatur Public Library:*** Bobbi Perryman, Rick Meyer, Mike Szymkoski
- Du Quoin:*** Troy Brown, Traci Edwards, Ellen Popit
- Edwardsville:*** Adrienne Elam
- Effingham:*** Leslie Bednar, Julia Pernicka
- Gilman-Danforth:*** Sally Newbury
- Illinois State Library:*** Cyndy Colletti, Gina Korthals, Susan Palmer, Mark Shaffer, Lawren Tucker, Jeanne Urbanek

Consent Agenda

The November 25, 2014, Consent Agenda included:

- Approval of October 28, 2014 Minutes
- Approval of Bills August – October 2014
- SHARE/Dream Grant Report
- Human Resources Report
- Operations Report
- Membership Report
- IT Report
- Executive Committee Report
- Policy & Membership Committee Report

- Staff Activities
- Finance Committee Report

Valerie Green requested that items 'A' and 'B' be pulled from the Consent Agenda for discussion. Valerie Green moved to approve the Consent Agenda minus items 'A' and 'B'. Sarah Isaacs seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Approval of October 28, 2014 Minutes

Valerie Green reported that she attended the meeting on October 28, 2014, but her name does not appear in the roll calls. Valerie Green moved to approve the minutes of the October 28, 2014, meeting as amended. Sarah Isaacs seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Approval of Bills: August – October 2014

Nancy Huntley and Adrienne Elam reviewed bills that committee members had questioned (check numbers 15010, 15047, 15098, and 15215).

Nancy Huntley moved to approve the bills as presented. Gary Denué seconded the motion. The motion passed by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Spearman, Trammell, West – No: Jacob Roskovensky.

FOIA Update

No report.

Public Comment

None.

Communications

None.

Staff Report***Staff Update:***

Kathy Jackson reviewed the recruiting process and explained an increase in salary due to a discrepancy. Karen Bounds moved that the Board approve the Staff Update as submitted. James Fenton seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Denué, Fenton, Fuller, Huntley, Isaacs, Justice, Roskovensky, West – No: Mendelsohn.

Secondary Employment:

None.

Personnel:

None.

Illinois State Library Report

Lawren Tucker shared information regarding several Illinois State Library initiatives. The certification process for 2015 will run January 2 to March 31. Applications for Synergy: The Illinois Library Leadership Initiative are due December 15, and applications for the 2015 ILeadU cohort are due December. Small Public Library Management Institute (SPLMI) applications are now available and due March 6, 2015. Illinois State Library has filed new system draft administrative rules with the Joint Committee on Administrative Rules. The rules should be published and appear in the Illinois Register December 5, 2014. They anticipate a public hearing on or around January 14, 2015 for comments on the draft rules.

Committee Reports***Personnel:***

Valerie Green reported that the committee did not meet.

Facilities:

Karen Bounds reported the committee has listed several vehicles and equipment as surplus and need to determine how to dispose of it.

Long Range Planning:

George Trammell reported that the committee met. The QuickStart meeting with Nancy Bolt & Associates will be Friday, January 9. The Board was encouraged to complete the survey before November 30, 2014.

Unfinished Business***Bylaws – Write-In Candidates:***

Jacob Roskovensky reported the Policy Committee is bring back Article VI Section 4 subsections B and C and the letter in the rest of Section 4 to the Board for second reading and approval. No second is needed. The motion passed unanimously by roll call vote. Yes: Bounds, Denue, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Annual Report:

The Illinois State Library granted us a 60-day extension on the audit. It is now due November 30. We will send in all components of the audit this week that do not relate to the audit and financial information from the audit.

Audit Update:

The auditors are on site this week and two days next week. The Illinois State Library would like to urge us to address the Audit this year if possible.

Personnel Code

Jim Matthews reported that in response to a letter the Board received from the Illinois State Library in August, last week, he attended a meeting at the Illinois State Library to discuss the interpretation of a statute concerning authority behind hiring, firing, and compensation. It is our understanding after this conversation that the Executive Director hires, fires when necessary, and sets appropriate levels of compensation. It is the Board's responsibility to ratify these decisions (or not) in fulfilling its task to oversee Leslie Bednar's direction of the system.

New Business

Surplus Items:

A list of surplus items were presented to the Board. No decision has been made regarding a distribution method. Karen Bounds moved that the items be approved as surplus. James Fenton seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Substitute Pay to School Districts for School Board Member (i.e., IHLS Board of Directors) Representative

Jacob Roskovensky requested the Board consider reimbursing schools agencies for expenses incurred when Board members need to attend activities during the day and the school pays a substitute. This will come into play for the meeting on January 9th. It was recommended that the Policy Committee draft a policy inclusive of everyone. James Fenton moved that the Board approve reimbursement to school districts for substitute pay for school member representatives on the IHLS board to attend the January 9, 2015, special meeting. George Trammell seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Nominating Committee

James Matthews recommended the following members serve on the 2015 Board Nominating Committee:

- Betsy Mahoney (Special Libraries representative) Madison County Law Library
- Jeanne Hamilton (Public Libraries representative) Mattoon Public Library
- Amanda McKay (Public Libraries representative) Helen Matthes Public Library
- Deb Sherrick (School Library representative) Casey-Westfield CUSD
- Elaine Steingrubey (Public Library representative) Morrison-Talbot Public Library (Waterloo)

Karen Bounds moved to accept James Matthews' recommendation for the 2015 Board Nominating Committee. George Trammell seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

Public Comment

None.

Announcements

Leslie Bednar announced that Bev Obert will be retiring after 20 years at Illinois Library Systems. Bev's last day in the office is December 23.

Adjournment

Karen Bounds moved that the Board Adjourn. James Fenton seconded the motion. The motion passed unanimously by roll call vote. Yes: Bounds, Denué, Fenton, Fuller, Green, Huntley, Isaacs, Justice, Matthews, Mendelsohn, Roskovensky, Spearman, Trammell, West

The meeting adjourned at 6:15 p.m.