



# Illinois Heartland Library System

Attachment 4.0

## EXECUTIVE COMMITTEE MEETING D/Ehd

Date: August 17, 2016

Time: 4 p.m.

(via phone, Adobe Connect, and at the office listed below)  
6725 Goshen Road, Edwardsville, IL 62025

**Call to Order** at 4:02 p.m.

### Roll call

Sandy West

Rachel Fuller

Tina Hubert – left call at 5:18 p.m.

Geoffrey Bant

Sarah Isaacs – joined call at 4:04 p.m., left call at 5:18 p.m.

### Public Comment

-none

### Approval of July 2, 2016 minutes

-Rachel Fuller motion, Sandy second, Tina Hubert abstained. Passed

### SHARE/Dream Grant Update

-The Dream Grant is finished. Leslie Bednar shared Chris Dawdy is working on getting information to RAILS member libraries about SHARE membership benefits.

### Administrative Updates

#### Accounting

-Auditors on site for 6 days and field work is complete. We are awaiting their report.

#### IT

-Working on logon problems especially with SHARE school members since they are back in session. Polaris tech support at Innovative Interfaces Inc. (III) will work overnight to fix POLARIS issues. Sandy West asked for an update on the RAILS bridge connection for VTel. RAILS has not been experiencing the same issues. Leslie Bednar explained RAILS bridge is not recognizing the mute feature. IT will continue testing v-tel and looking at ZOOM as an alternative software. A new conference phone was purchased for the Edwardsville location to solve the issue of board members not able to hear when connected via phone.

### Facilities and Operations

-ILDS delivery by library systems began on July 1<sup>st</sup>. IHLS continues to provide ILDS support without a signed contract. IMSA (Illinois Machine Sublending Agency) shelving was moved to Carbondale so delivery can be setup ahead of time for a smoother transition.

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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

**Grants and Membership**

-None

**Staffing**

-Delivery hiring is complete. The sorters in Edwardsville work a later shift to accommodate ILDS delivery load transfers.

**Open Meetings Act Compliance**

-Sandy West reported most new board members have completed the Open Meetings Act training. Also mentioned importance of getting documentation to IHLS staff in prompt fashion to ensure IHLS meets OMA compliance. Also stressed importance of board members registering in L2 for meetings.

**Committee Updates:****Membership and Policy**

-Did not meet

**Finance**

-Tina Hubert reported all members were present. Also attending the meeting was the IHLS finance staff and John Phillips. July 2016 bills and credit card statements were accepted. The auditor will present to the finance committee at the September meeting. Adrienne will check to see if VTel is an available option. Health insurance was tabled while more information is gathered.

**Personnel**

-Did not meet

**Facilities and Operations**

-Sarah Isaacs reported some ILDS stops that were transferred from Du Quoin to Edwardsville will be transferred back. Edwardsville will be making some changes to delivery/office space to accommodate volume from ILDS. Bids are being sought for a new roof in Champaign. Laboratory for Applied Spatial Analysis at SIUE (LASA) evaluated the entire ILDS delivery service area and reported the most efficient drop site to be either East Peoria or Bloomington.

***Unfinished Business:*****State Budget Crisis and projections**

-Nothing to report

**Personnel**

-This portion of meeting held in closed session. Motion to enter executive session by Tina Hubert, second by Sarah Isaacs at 4:35 p.m. Motion approved. Committee returned to open session at 4:55 p.m. and had nothing to report.

**Board Officers Nomination Committee**

-Sandy West appointed Geoffrey Bant to the Executive committee as the Member at Large.

**Board Training**

-Leslie discussed the work that was started with those board members present in July's board training with Pat Wagner. She also reported Pat Wagner will work with IHLS staff to move forward with priorities and advocacy work. Sandy noted an ad-hoc committee will be formed to continue working with board members.

***New Business*****Committee Assignments**

-Document of committee assignments presented. New board members requested desired committee assignments and were filled on that basis. Sarah Isaacs recommended Rachel Fuller as chair of Policy & Membership Committee. Rachel Fuller accepted.

**Board Meeting Locations**

-Sandy discussed a desire to rotate locations for board meetings so the system and board can become more visible to members. Currently with up to 10 sites connected we are getting little public participation. Currently connectivity issues keep all sites from being connected. The committee will provide more feedback at the next meeting before a motion is made to the full board.

**IHLS Priorities**

-Reflecting back to the work which will be created using our system priorities, visions and goals. More information will be brought to the board meeting.

**IHLS Ethics Commission**

-Leslie Bednar shared the document that is currently posted to the website and will need to be updated. Ellen Popit is the ethics officer for IHLS and does a great job ensuring compliance. The members appointed in 2011 never had occasion to meet and are no longer board members. A new commission will be appointed.

**Review August Board Agenda**

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**Public Comment**

-None

**Announcements**

-Sandy asked that committees to look at the calendar and move meetings earlier in the month. Staff will help if polls need to be set up.

**Public Comment**

-None

**Adjournment**

-Motion to adjourn by Geoff Bant, second by Rachel Fuller. Motion passed. Adjourned 6:18pm.