



Illinois Heartland Library System

EXECUTIVE COMMITTEE MEETING MINUTES

April 22, 2015, 4 p.m.

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

Phone connection: 1.800.444.2801 | Conference code: 3892694

Adobe Connect Link: <http://webjunctionillinois.adobeconnect.com/executive/>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Attendees:

James Matthews
Karen Bounds
Jacob Roskovensky
Nancy Huntley
Valerie Green – absent

Others Present – Leslie Bednar/Kimberly Townsend

Call to Order:

Jim Matthews called the meeting to order @ 4:01 pm

Public Comment:

None

Approval of March 18th, 2015 minutes:

Motion to approve March 18th minutes with one correction: Nancy Huntley made motion, Karen Bounds 2nd. Motion carried.

SHARE/Dream Grant Update:

- Monday was the Semi Annual Meeting
 - Reviewed fees for FY2016 – basic fee component increased from \$100 to \$150 per member.
 - Basic membership fee will be constant for 3 years.
- Transitional Members:
 - Moving forward, member count ceiling is at 62 members.
 - The ceiling gives us an opportunity to process into Polaris by July 1, 2016.
 - Quarterly updates – plan to provide advocacy tools for new members.

Administrative Updates:

Operations:

- Purchasing 2 staff vehicles to replace old vehicles with significant miles for passenger vehicles.
- 4 new delivery vehicles to replace those that are over 200,000 miles or more.

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

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

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



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Facilities:

- No new roof options in Champaign.
- Waiting on response from roofing company in Du Quoin to repair large holes.
- Installed factory refurbished PolyComm units for videoconferencing in Edwardsville and same in Decatur.

Grants:

- April 15th all quarterly grants where submitted on time.
- Submitted IMSA grant application for FY2016.
- Currently working on OCLC, CMC and TMQ (The MARC of Quality) grant applications for FY2016.

Staffing:

- Hired 4th Accounting staff member this week. She will be working 100% on OCLC billing grant. She begins the 1st week of May.
- New IT member has been on staff two weeks, Brandon Chapman. He is working out great, we are happy that he is on board.
- Faith Jones (Du Quoin Operations Manager) is retiring in the middle of May. Her replacement has started and is being trained by Faith.
- Du Quoin Operations Assistant position recently vacated, has been filled and the new employee is now on board.

Open Meetings Act:

- We had one violation, it has been addressed.

Committee Updates:

Membership and Policy Committee:

- Suspending 3 member libraries due to issues.
- Received application for Decatur Correctional Center as a law library, recommending approval.
- East St Louis School District was a prior member currently pursuing membership. We are awaiting the completed application.

Finance Committee:

- Will meet on Monday and report at board meeting.

Personnel Committee:

- Committee did meet.

Facilities Committee:

- Champaign parking lot repair cost \$85,000.00
- Du Quoin HVAC unit update \$8,000.00
- Edwardsville parking lot bid – seal & strip \$8300.00
- Committee is planning to review more building location options.

Long Range Planning Committee:



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Did not meet this month. This team needs new leadership. George is now participating on the Illinois State Library Advisory Committee and has asked to be removed. Nancy Huntley volunteered to help. The board will consider appointing Nancy at the April meeting.

Nomination Committee:

- Elections are complete. Committee's is done.
- Ready to present the board election results at the May board meeting for certification.

Unfinished Business:

- Accounts Receivable Coordinator has been hired.
- Plan of Service / Budget:
 - Reserve fund presented at the board referred to the capital fund only which is a defined fund.
 - CD's also show available funds.
 - Working Capital – necessary to maintain as separate “pool” of funds due to extreme delays in payments from the State of Illinois.
 - Plan of Service will be updated in the board packet.
- All System Board Meeting:
 - Will be held May 12th.
 - The agenda has been submitted to all board members.

New Business:

- Decatur Video conferencing – has been installed. This should improve quality at this location.
- 2015 Annual Meeting 50th Anniversary of Library Systems in Illinois
 - Recognize board members who are retiring members and staff
 - Recommend Champaign as location for meeting – members are in agreement
 - Will provide a schedule next month
 - Will invite new board members also
- Capital Projects:
 - Purchase 4 vehicles
 - Parking lot in Edwardsville
 - HVC in Du Quoin
 - Servers in Edwardsville
- Citation Review Schedule:
 - Suggested Schedule provided
 - Suggest that each board member present a citation or a citation section to the board members. Each presentation will have a time limit.
 - Staff will provide System Act overview
 - Leslie will provide backgrounder for next meeting

Agenda Building:

- Susan Mendelsohn is retiring – will confirm for presentation.
- Consent agenda will include:
 - Board prior minutes, Policy, Facilities, Personnel, HR Report, Operations report, Staffing Report, Activities Report, IT Report, SHARE/Dream Grant report
 - Finance report will be pulled from the consent agenda this month and going forward.
- Unfinished business:



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- Board to approve budgets – general/share/capital fund. Board approves Plan of Service

(Jim Matthews signed out of meeting – prior appointment – Karen Bounds took over as Chair)

- New Business
 - Review of closed session meetings – last review 10/23/12 (July-Dec 2011 data)
 - Jim Matthews is currently reviewing – in June we will review Jan-May 2015 closed meeting requests.
 - Member suspensions.
 - New member.
 - Nancy Huntley recommended as chair for Long Range Planning Committee.
 - Recognize Faith Jones, retiring staff member.

Public Comment

None

Announcements

None

Adjournment

Nancy Huntley motioned to adjourn, phone disconnected (lost Jacob Roskovensky), Karen Bounds seconded. Motion carried. Adjourned @ 5:28pm.