



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING MINUTES July 20, 2016, 4 p.m.

**Members:** Sarah Isaacs, Sandy West, Tina Hubert

**Call to Order** – Sarah Isaacs called the meeting to order at 4:03 p.m.

### Roll Call

Members present: Sandy West, Sarah Isaacs,  
Guest: Leslie Bednar, Julia Pernicka, Bev Obert  
Absent/Excused: Tina Hubert

**Public Comment** – None

### Approval of Minutes

Sandy West motioned and Sarah Isaacs seconded to approve the June 22, 2016 Minutes.  
Unanimously passed.

### SHARE/Dream Grant Update

Staff are working to complete barcoding for remaining libraries. Sandy attended the finance and fee committee meeting. FY17 fees will remain the same and those bills will go out next week.

### Administrative Updates

- **Accounting** – Has been working to prep for the audit. Auditors should be on site next week. They are also working on the SHARE billing statements and a large OCLC billing.
- **IT** – There was a Polaris upgrade over the 4<sup>th</sup> of July holiday. There were some bumps along the way and some clean up. There appears to be a problem with technology/VTEL muting/unmuting. Troy working on it. May be an issue with the RAILS “bridge” software. Recommended for the July board meeting to limit to the locations we can troubleshoot (our 3 locations and the Illinois State Library). Sandy will lead the meeting. Sarah will call in.
- **Facilities and Operations** – July 1 ILDS delivery began its transition to RAILS. IHLS is a subcontractor. Still working with the timing. Also implemented functional 5-day delivery for all libraries at the same time and routes were redone. Delivery study mentioned an area to improve on is the accuracy in sorting. Drivers drive/sorters sort. Implementing strategies to improve services to members. One challenge was that ILDS counting differs and volume was more than expected. Now is the time to do this before school starts for the fall session. A new roof in Champaign cannot be put off and needs to be done before fall/winter. Will get estimates and share with committee.
- **Grants and Membership** – Received the fiscal 2017 membership list. Held the first Members Matter meeting on July 12. Great participation and discussion. Technology was an issue/challenge. A few board members could attend future meetings. This would put a face to our board. Will send a memo to board asking for volunteers.
- **Staffing** – Still hiring drivers and sorters. Michelle Ralston accepted a position at the state library in South Carolina and resigned early July. Chris Janvrin, Operations Manager in Champaign announced plans to retire mid-fall. The position was posted internally. Linda Kates accepted the position and has started working with Chris.

## Open Meetings Act Compliance – None

### Committee Updates

- **Membership and Policy** – Did not meet
- **Finance** – Sandy West reported they accepted bill payments for June. The auditors will be coming in. Figures in the board packet are not audited figures and may need to be revised depending on the auditor findings. They are still working with the brokers and there is not an insurance update.
- **Personnel** – Did not meet
- **Facilities and Operations** – Did not meet

### Unfinished Business

- **State Budget Crisis and Projections** – Adrienne spoke with ISL. Now that there is a plan we don't know how that will relate to IHLS. They have completed the initial review of our application.
- **Personnel** – Will not need to go into closed session. No discussion on this topic.
- **Board Officers Nomination Committee** – Leslie inquired re: best way to present the slate how to handle votes for people calling in. Will send a cell phone number before the meeting for those calling in. Board will text their vote. The nominating committee will send Stacie and Leslie the slate.
- **Board Training** – July 21 is board training at Edwardsville. Pat Wagner will be working with SHARE in the morning and the board in the afternoon. This is board role versus staff role. Just completed plan of service. Looking at how does the board fit into the long-range plan. Maybe look at a short-term goal.

### New Business

- **Review July Board Agenda**  
Will change locations and call libraries to let them know we will not use their VTEL this month. Will add Members Matter meetings to the agenda, and how to sign up for Citation Reviews

### Public Comment

Bev Obert asked when the board signs up for committees. At the July meeting the new board chair will ask board members to submit interest and the Committee schedule will be at the August meeting.

### Announcements

Leslie reported that Edwardsville lost a big tree in front of building during the storm. Would like to replace with a tree to memorialize departed staff members.

### Adjournment

Sandy West motioned and Sarah Isaacs seconded to adjourn the meeting at 4:47 p.m. Unanimously passed.