



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING MINUTES

June 22, 2016

4 p.m.

**Members:** Leander Spearman, Sarah Isaacs, Susan Justice, Sandy West, Tina Hubert

**Call to Order** – Leander called the meeting to order at 4:08 p.m.

**Public Comment-** None

### Roll Call

*Members present: Leander Spearman, Sarah Isaacs, Sandy West, and Tina Hubert*

*Others present: Leslie Bednar*

*Absent: Susan Justice (Excused)*

### Approval of Minutes

- Sarah Isaacs motioned and Tina Hubert seconded to approve the May Executive Committee meeting minutes. Unanimously passed.

### SHARE/Dream Grant Update

- Two new SHARE libraries (Clay City Schools and Loda Township Library); agreements are signed. Would like to reach 80 to say we doubled what the Dream Grant was written for.
- All SHARE staff members are involved with moving the transitional members to full members by June 30, 2016. This push is because billing figures are different for transitional member vs. full.

### Administrative Updates

- **Accounting** team is busy getting ready for audit (same auditing firm as previous year). Preparing final budget documents. Insurance proposals were evaluated with team and broker.
- **IT** is working with SHARE staff to get libraries ready to “go live.” Also, working with delivery to modify the delivery IPADs to keep update on routes and delivery processes. Working on updating the SHARE website too.
- **Facilities/Operations** is working closely with RAILS and the ILDS delivery. Will require changes in delivery workflow and work hours to ensure meeting ILDS 24-hour College to College turnaround. Part of this is making a change to have dedicated drivers and sorters.
- **Membership/Grants** working to finish the Dream Grant final reports. A survey was sent to transitional members to gain feedback on the entire opportunity. One question

asked if it was worth the work and it has been very heartening to share with staff how positive the experience has been.

- **Staffing** IMSA staff will send two to Springfield this week to finish training Illinois State Library (ISL) staff. The bulk of the devices have already been transitioned to ISL and the remaining will be ready to send next week. Last day for ISMA is 6/30/16. Recruiting for FT delivery since ILDS contract will begin 7/1/16.

### **Open Meetings Act - None**

### **Committee Updates**

- **Membership/Policy** – Chair not present at meeting, no report
- **Finance** – Sandy West, chair reported the committee met on 6/21/16 and accepted May bills and Credit card transactions. Discussed liability insurance options and accepted to share with Executive team and full-board the committee's approval for Option 2 (shown on spreadsheet). Adrienne shared her team was finishing two separate FY17 budget documents and will be sending out to the group for comments and then on to the full board. System's grant application for FY17 is due to ISL on 6/30/16. Next meeting is scheduled for 7/19/16 at 10 a.m.
- **Facilities/Operations** has been unable to have a meeting this month; lack of quorum. Sarah Isaacs stated plans are to try again to hold a meeting on Monday 6/27/16 at 4 p.m. Leslie will help get the notice out to this committee's members. Hope to share library insurance proposal and gain their acceptance before board meeting since time is of essence to move ahead.
- **Nominating** – No report

### **Unfinished Business**

- **State Budget Crisis/Projections** reported by Leslie that L. Tucker from ISL has sent email to remind systems that the FY17 grant application is due 6/30/16. Mr. Tucker also mentioned in the communication that if no FY17 budget has been established the system would have no authority to spend funds, but would have to continue working under the revised FY16 Plan of Service and budget that was approved in April until further notice was received.
- **Personnel** – Leander will be sending out the evaluation document to board members for Leslie's annual review. Leslie will also send out her document of an annual report to the board. Leander has agreed to return at the July board meeting to finalize Leslie's evaluation with the board. He didn't feel it appropriate to pass along this duty to the next seated president. A motion was made by Sandy and seconded by Sarah to go into close session. Closed session started 4:34 p.m. At 4:38 p.m. Tina motioned and Sandy seconded to end closed session.
- **FY2017 SAPG Budget/POS** is in draft format for submission under state directives. IHLS staff went through and noted what could be achieved with the 58% funding. Leslie pointed out the significant changes (including a replacement format for the librarians advisory council meetings every two months which would be held at member libraries to discuss library system trends and how libraries are doing today). Other change is the move to functional 5 day delivery, which means every system library has the opportunity to get daily delivery. Communication for delivery services is being developed as well as routes to make this possible. Accounting team has drafted two options for FY17 budget: one closely represents the current FY16 budget with minimal

increase (no reduction of services to member, but not optimal), second represents a flat fund request from FY15 submission (3.364 million). It is the hope to have these documents to full board by Friday.

- **Board Officers Nominating Committee** Leander has put Sarah and Sandy on this committee and their duties are to find a slate of officers to present at July meeting. There are 4 current board member leaving and two currently hold Executive Team seat.
- **Annual Meeting** is July 28 at 4 p.m. Leslie stated we would celebrate the 5<sup>th</sup> anniversary of the system and invites have been sent to Chamber of Commences, government officials, and other prominent people. She did not state if attendance from specific people, but hopes they would consider joining the meeting. Also we will take the time to share about staff who celebrate 25 years of service to the system and present memorial bricks to those recipients. A patio had been established in Edwardsville many years ago and the new bricks will be placed there.

#### **New Business**

- **Review June Board Agenda** – reviewed (new school board seat commitment to serve and health insurance proposal to be included)
- **Board training** is scheduled for July 21 for the entire board. In the morning a new board member orientation will be done.

**Public Comment** - None

**Announcements** - None

#### **Adjournment**

- Sandy motioned and Sarah seconded to adjourn the meeting at 5:28 p.m. (Tina Hubert has to excuse herself from the meeting at 5 p.m.). Unanimously passed.