



BOARD MEETING MINUTES
ILLINOIS HEARTLAND LIBRARY SYSTEM
BOARD MEETING
 OCTOBER 27, 2015
 Effingham Public Library
 6725 Goshen Road, IL 62025
 Phone: 618-656-3216
 5:00 PM

Call to Order

Leander Spearman called the meeting to order at 5:02 pm.

Roll Call

BOARD MEMBER	LOCATION (LOC NAME/VTEL/PHONE)
Bant, Geoffrey	Champaign - VTEL
Clemmons, Lynda	Effingham
Davies-Smith, Alayna	Effingham
Denué, Gary	Edwardsville - VTEL
Fenton, James	Effingham
Fuller, Rachel	Excused
Hubert, Tina	Effingham
Isaacs, Sarah	Champaign- VTEL
Justice, Susan	Effingham
Topel, Charlene	Effingham
Trammell, George	Marion - VTEL
West, Sandy	Du Quoin - VTEL
Spearman, Leander	Effingham
Hall, Clyde	Effingham

OTHER ATTENDEES	LOCATION (LOC NAME/VTEL/PHONE)
Leslie Bednar	Illinois State Library -VTEL
Townsend, Kimberly	Effingham
Palmer, Susan	Effingham
Brown, Troy	Marion - VTEL
Edwards, Traci	Du Quoin - VTEL
Dawdy, Chris	Edwardsville – VTEL
Chapman, Brandon	Edwardsville – VTEL
Colletti, Cyndy	Illinois State Library -VTEL
Tucker, Lawren	Illinois State Library - VTEL

Brown, Vandella	Illinois State Library - VTEL
Elam, Adrienne	Effingham
Johnston, Mary	Champaign- VTEL
Huntley, Nancy	Illinois State Library –VTEL
Bauer, Joan	Champaign - VTEL
Steingrubey, Elaine	Morrison-Talbott Library - VTEL
Pembrook, Steve - Accountant	Effingham
Andres, Josh – Accountant	Effingham

Consent Agenda:

Alayna Davis-Smith requested to pull Human Resource report and Staff Activities report. Tina Hubert motioned and Sandy West seconded. Motion passed. Alayna had a question about the challenge to IMRF’s accelerated payment invoices. Answer: When an employee retires, IMRF has a look back period if there has been a significant (or significant to them) change in salary (increase) we are required to pay lump sum payment to IMRF. This was Faith Jones and the operations managers’ salaries were increased therefore her monthly pension payment will be increased now compared to what it would have been 2 to 3 years ago.

Questions regarding Staff Activities Report: requested more information in the communication section, SHARE/Dream Grant and IMSA. Communications was inadvertently left out of this month’s report. Dream Grant information was provided verbally. Will provide definition of codes identified in the IMSA section.

Following review of the Human Resource report and the Activities report, Motion to approve the consent agenda was brought by Tina Hubert, seconded by Susan Justice: All were in favor. Motion passed unanimously.

Approval of Bills September 2015:

- Tina Hubert moved to approve the Bills Report section, Susan Justice seconded. Approved by roll call vote. Motion was unanimously passed.

Financial Information:

- Financial Report: Adrienne presented monthly report. Tina Hubert motioned to accept the report, seconded by Sandy West. Motion passed, all approved, none opposed.

FY2015 Audit:

Presenters Steve Pembrook and Josh Andres of Scheffel Boyle:

- Steve reviewed the audit in full, and indicated that there were no constraints. Section 68 is new this year. We are in a good place.
- Final Report – IHLS is in a good place, financial reporting shows major improvement. Commended the staff.



- Motion was brought by Alayna Davies-Smith to approve the auditor's report, and seconded by Lynda Clemmons. Motion passed by unanimous roll call vote.

FOIA Update: None

Public Comment: None

Communication:

- October 21st Little Free Library – Lynda Clemmons was mentioned in the Southern Illinoisan.
- SHARE Dream Grant – Chris indicated 5 additional transitional libraries will be added. Began writing corporate grants for additional E-resources. Received Wal-Mart community grant of \$950.00.

Staff Report:

Staff Update: Due to budget situation, two full time positions will not be filled and will consider operational needs prior to filling part time positions.

Secondary Employment: None

Personnel: None

Illinois State Library Report: We still do not have a budget.

Committee Reports:

- Executive Committee - Roll Call Vote will change. It will only be used when a vote is necessary.
- Finance – Committee met yesterday with auditors. No questions asked of Steve or Josh.
- Long Range Planning - Presentation will be given later in meeting.
- Membership & Policy – No meeting was held this month due to lack of quorum.
- Facilities & Operations – Status of facilities; reduction of inventory and overhead; and all surplus vehicles were sold.
- Personnel Committee: Proposed change to Personnel Code--Susan Justice will discuss later in meeting.

Board Citation Review:

- Illinois Government Ethics Act: presented by Gary Denué.
- Local Records Act: presented by Jim Fenton.
- Next month citation review will be provided by Tina Hubert and Geoffrey Bant.

Unfinished Business:

- IHLS Draft Vision, Mission, Values and Goals: Nancy Huntley and Leslie gave a presentation. Suggested that we remove the ampersands and rearrange order of statements. Do we still

need Operational Assumptions? After discussion, motion was brought by Jim Fenton, and seconded by Tina Hubert to approve the Vision, Mission, Values and Goals with amendments. Motion passed, all approved.

- Recommendation to Fill Open Board Seats: Clyde Hall of C.E. Brehm Memorial Public Library (Mount Vernon) was recommended by Leander Spearman to the board. Alayna Davies Smith motioned to accept the new member, Susan Justice seconded the motion. All approved, motion passed.
- FY2016 Board Committees: Motion was made to add Clyde Hall to the Personnel Committee by Gary Denué, seconded by Tina Hubert. Motion unanimously approved. Motion passed.

New Business:

State Budget Crisis and Projections: Adrienne and Leslie provided fund projections for the year. To offset the financial status, we are looking closely at where we can reduce spending internally across all projects. We are taking into consideration all fund accounts. We will be meeting with the state library to help determine our direction going forward.

Board Meeting Locations: Will move our primary board meeting location to Edwardsville going forward. Effingham will become a VTEL location. Lee suggested moving the meeting to Edwardsville location because this location is convenient for more members with the new makeup of the board.

LIMRiCC – Library Insurance Management and Risk Control Combination – Policy Change. IHLS currently uses LIMRiCC for unemployment insurance. Pleased with the cost we are provided each year. Jim Fenton motioned to approve, Sandy West seconded. Motion passed unanimously.

Trustee Academy Access: Recommend board members take advantage of this training. Access information provided in your board packet.

Member Day Report: Went well, it was a success.

Delivery Study Report: Susan Palmer presented report which is based on survey of 192 members to determine delivery effectiveness. We are looking at accuracy in sorting, SMART Delivery process, improved statistics, turnaround time, and more.

Proposed Change to Personnel Code: Susan Justice presented proposed change to the Personnel Code with regards to the language around hiring relatives. Motion to approve the new code change was brought by Susan Justice and seconded by Gary Denué. Motion was defeated unanimously.

Board Email Addresses : All board members should have a new email address that ends in @board.illinoisheartland.com. Please access your email to make sure everything is working well for you. At some future date we will discontinue messages to personal email addresses for board members that prefer their privacy.

Public Comment: None

Announcements: None

Adjournment: Motion to adjourn brought by Alayna Davies Smith, and second by Sandy West. Motion passed unanimously. Meeting adjourned at 7:20 pm.