



# Illinois Heartland Library System

## EXECUTIVE COMMITTEE MEETING

September 16, 2015 4:30 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

## MINUTES

### Attendees:

Leander Spearman-Present  
Tina Hubert  
Sandy West  
Sarah Isaacs  
Susan Justice

### Other Attendees:

Kimberly Townsend  
Ellen Popit

**Call to Order:** Leander Spearman called the meeting to order 4:06 pm

### Roll Call

**Public Comment**-no public comment

**Approval of August 2015 minutes** – Will approve August and September minutes at next month's meeting.

### SHARE/Dream Grant Update

- Staff have been working hard getting things done
- Lots of focus on schools returning and transitional school members right now –  
Want schools to start fresh at beginning of the school year
- Plan to provide names to the board from the school members to possibly fill open board seats.

### Administrative Updates

#### Operations:

- Susan Palmer will get an updated appraisal on Edwardsville building. Susan Palmer and Leslie Bednar both have resources that they have identified to provide

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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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geographical data for delivery, members and more.

## Grants:

- Chris applied for a \$50,000 Wal-Mart grant for E-Resources

## Staffing:

- Manager of IMSA (Talking Books) resigned September 4<sup>th</sup>. Sarah Varner has taken over her position.

## Committees:

### Membership & Policy:

Did not meet.

### Finance:

Approved August billing and credit card statements and financials. Auditors are on track doing field work this week. Things should get wrapped up in next couple of weeks.

**Personnel:** nothing additional

### Facilities and Operations:

Sarah Isaacs is currently the acting chair person. This committee needs an additional person. We did not have a quorum. Discussed all of the facilities. Du Quoin's landlord is becoming active and solving some of the immediate problems in that building. He has been cleaning up the mold. The mold test came back with no air quality issues. Du Quoin's roof is being repaired. Will provide a board report. We are currently moving people around in Edwardsville. Several staff have moved to the second floor.

## Open Meeting Act – N/A

### Long Range Planning:

We tabled the proposal from Nancy Bolt & Associates for the building assessment because we do not have information from SIUE. Contact in Nashville, Illinois (NOTS Logistics) can do some data analysis also as a second source for the data piece.

We will not present to the full board the strategic initiative because they are still being reworked. Will meet in October to follow up and present to the board.



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## **November board meeting date:**

Gave suggestions to the board. The November meeting is two days before Thanksgiving. Should we reschedule? Currently we will keep it on the 24<sup>th</sup> and present it to the board.

## **Old Business:**

### **Open Board Seats:**

One name submitted for each seat – neither is ideal. One from Belleville (already have a Belleville person) – former employee not an ideal situation. Still looking for names. Will reach out to new schools to see if they can provide names. Still open to suggestions as to who can fill seats. What region...attempting to spread out so that we can reach more southern and eastern people also as the first choice. Per Ellen Popit - Should ask someone like Rachel Fuller to post on school list also.

## **New Business:**

### **Audit Update:**

Adrienne seems very happy with the auditors so far. Ellen and Leslie want to suggest a special board meeting to approve the audit. This will allow us to get approved early and efficiently. Board agreed.

### **ISLAC (Illinois State Library Advisory Committee) report:**

Tina Hubert reported – The biggest point of discussion is the state budget or lack thereof. Amanda Trimmer (Chief Deputy of the Secretary of State budget office), Kip Kolkmeier (Illinois Library Association lobbyist) and Greg McCormick (Illinois State Library Chief Fiscal Officer) addressed the budget. Basically, the legislature had not met since May and do not have plans to meet anytime soon. On track to spend 38 billion dollars (32 billion dollars in revenue). Systems have money to operate for at least a year. The plan is to get word out to libraries. There may not be per capita grants for this year. If we continue in the same manner into the calendar year without a budget most likely, there will be things that will not be paid.

Map project is going forward with the department of revenue. More information will be provided. We will be able to map by entering an address.

Ellen reported - Amanda Trimmer reported that they expect to start seeing some dramatic occurrences around December. Once there is a budget backlogged bills will need to be paid. Member libraries are still expected to submit Per Capita grant applications even though we have received no budget information. Capital needs assessments are now out.



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## Administrative rule changes:

- Tina reported - cleaning up so that all grants are in one area.

## September Board Agenda Review:

- Secondary employment will be included.
- State library report – hopefully will have a report.
- Committee Reports – did meet
- Unfinished business – board committees – one adjustment with Gary Denué recommendation to move to Facilities and Operations Committee.
- New business – Annual Report – ISLAC report to full board / careful how we disseminate this information so we have one concise message that we repeat where we can. Include in newsletter and at group gatherings. Be consistent with sharing the information with everyone.
- Illinois Labor Relations Act – George will be providing – Fair Labor Standards. We will provide the schedule again this month.
- Back at Effingham this month in the new building (be sure to note new location)
- Board email addresses -- members will receive an IHLS email address and this will be the contact for each board member. IT staff will send access instructions to all board members. Library State of Mind Preconference – All IHLS board members will receive an invitation.
- Leander Spearman asked who was planning to attend ILA this year? Gave the option to email him directly.
- Effingham Public Library is open for business today. Will plan a small thank you and to help celebration the opening of the new library.

**Public Comment:** None

## Adjourn:

Sandy West motioned to adjourn, Susan Justice seconded. Motion carried by unanimous roll call vote. Meeting adjourned at 4:46 pm.

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