

MINUTES OF THE ILLINOIS HEARTLAND LIBRARY SYSTEM
TRANSITION BOARD OF DIRECTORS

April 7, 2011

6:00 P.M.

Hilton Gardens Inn, Effingham, Illinois

Call to Order:

President Tom Turner called the meeting to order at 6:00 p.m.

Roll Call:

Members Present: Karen Bounds, Rochelle Funderburg, Valerie Green, Janet Hasten, Amy Ihnen, Katie Marsh, Linda McDonnell, JoAnn Nabe, Mary Ann Pohl, Bill Randall, Miranda Shake, Diane Steele, Anieta Trame, Tom Turner, Nina Wunderlich

Members Absent: None.

Staff Present: Leslie Bednar, LCLS; Pat Boze, LTLS; Jan Ison, LTLS; Beverly Obert, RPLS; Ellen Popit, ShLS; Peggy Durst, RPLS.

Others Present: John Hasten, Marshall; Greg McCormick, Illinois State Library; Lawren Tucker, Illinois State Library; and Diane Yeoman, Mason City.

Public Comments:

None.

Minutes:

Diane Steele moved that the Board approve the minutes of the March 29, 2011 meeting as submitted. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Financial Statement:

Diane Steele reported that the Board received a consolidated financial report for all four systems. These totals do not include funds that are earmarked for specific purposes, such as LLSAP funding. If all four systems would receive the remainder of this year's funding, it would total \$1,834,913. Each system will prepare a report of receivables, including FY11 state funds. Karen Bounds moved that the Board approve the financial statement as submitted. Anieta Trame seconded the motion. The motion passed unanimously by roll call vote.

President's Report:

The President distributed a written report to the Board that discussed the work he has been doing on committees and his work with staff in developing the agenda for the meeting.

Staff Report:

None.

Committees:

Tom Turner has appointed a personnel committee and a nominating committee. The Personnel Committee is: Nina Wunderlich, Chair, Anieta Trame, Bill Randall, and Linda McDonnell. Staff liaisons are Jan Ison and Juliette Douglass. Nominating Committee is: Diane Brawley Sussman, Chair, Nina Pals, Nancy Huntley, Deanne Holshouser, and Kim Keller. Bev Obert will serve as staff liaison to the Nominating Committee. Facilities Location Committee is Dianne Steele, Pam Storm, Richard Helton, Mary Richards and Leslie Bednar will serve as staff liaison to the Facilities Location Committee.

Unfinished Business:

Tom Turner advised the Board that in order to avoid any problems of violating the Open Meetings Act, Planning Panel meetings will be work sessions in which no votes will be taken, but recommendations will be forwarded to the Transition Board.

He also told the Board that they could not go into closed session unless they are discussing specific people.

Greg McCormick and Lawren Tucker joined the meeting at 6:15 p.m.

Valerie Green moved that the Board search for a permanent Executive Director. Diane Steele seconded the motion. The motion passed unanimously by roll call vote.

Rochelle Funderburg moved that the Board search for an Executive Director using the services of a search committee appointed by the President, and working with a professional recruiter to conduct a nationwide search. The motion passed. Yes: Bounds, Funderburg, Green, Hasten, Ihnen, Marsh, McDonnell, Nabe, Pohl, Randall, Shake, Steele, Trame, Turner, and Wunderlich; No: Nabe

Greg McCormick stated that if a recruiting firm is hired, the Board must go out for bids.

Tom Turner clarified that the cost of recruiting and hiring will be divided between the four systems.

A special meeting of the Executive Committee (most likely electronic) will be scheduled to prepare a request for bid.

President Turner asked for the Illinois State Library report.

Illinois State Library Report:

Lawren Tucker reported that the Illinois State Library has received the application for merger. Illinois State Library staff will review the application and report to the Board.

Unfinished Business, continued:

Tom Turner asked how the Board felt about appointing system staff members to ad hoc committees. It was the consensus of the group that system staff could serve as liaison to committee, but not as committee members.

Bill Randall moved that the Board accept Document TBD 2011-09 (Executive Director Job Description). Nina Wunderlich seconded the motion. Discussion followed and it was agreed that the document should be amended as follows:

Page 3, under Education and Experience Requirements, Paragraph 3, change to: ***Knowledge of Illinois library system structure, function, and relationship to the Illinois State Library is preferred.***

Page 4, Paragraph 1, the word ***stooping*** appears twice. Remove the second occurrence.

Amend the motion to state: ***Accept Document TBD 2011-09 and charge a search committee to work with a professional recruiter to revise the job description document as needed.***

Mr. Randall and Ms. Wunderlich stated that they agreed with the two corrections to the document and the amended motion.

The motion passed unanimously by roll call vote.

Greg McCormick stated that Pat Boze had located the actual law, which is the Governmental Joint Purchasing Act 30 ILCS 525. This law requires that the systems put out an invitation for bid and they must take the lowest bid unless the systems disqualify that vendor. The request for bids must be published at least once in a newspaper in one of the counties of the systems at least five calendar days before bids are closed. McCormick suggested that one system handle advertising of the bid.

New Business:

Diane Steele moved that the Board approve Resolution TBR 2011-09 Membership Criteria. JoAnn Nabe seconded the motion. The motion passed unanimously by roll call vote

Lawren Tucker advised that Resolution TBR 2011-10, Conflict of Interest Policy, is in conflict with what the IHLS bylaws state concerning conflict of interest. He recommended that the Board not adopt the policy at this time.

Rochelle Funderburg moved that Resolution TBR 2011-10, Conflict of Interest Policy, be tabled for the Illinois Heartland Library System Board of Directors. Katie Marsh seconded the motion. The motion passed unanimously by roll call vote.

Bev Obert stated that the LGM subcommittee of the Planning Panel prepared the Financial Policy, Resolution TBR 2011-11. She stated that this policy covers general financial practices, and actual financial procedures must be prepared later.

Karen Bounds moved that Resolution TBR 2011-11, Financial Policy be approved. Diane Steele seconded the motion. The motion passed unanimously by roll call vote.

Diane Steele moved that resolution TBR 2011-12 Investment Policy be approved. Anieta Trame seconded the motion. The motion passed unanimously by roll call vote.

Tom Turner asked the Board to review the following documents: TBD 2011-11, Work Week; TBD 2011-12, System Staff Benefits; TBD 2011-13, Salary Scale; and TBD 2011-14, Pay Period. These are issues that the Board must address soon, as well as what actual staff positions should be hired.

Discussion followed concerning how to establish working hours, size of staff, and salaries.

Tom Turner stated that he has appointed a committee consisting of Bill Randall, Anieta Trame, Nina Wunderlich and Linda McDonnell to prepare an employee manual. They will choose their chair.

The meeting adjourned at 8:00 p.m.