

Minutes of the Regular Meeting of the Transition Board for the Illinois Heartland Library System

Place: Illinois State Library Video Conference
 LCLS Video Conference
 LTLS Video Conference
 RPLS Video Conference
 SHLS Video Conference
 Eastern Illinois University, Gregg Technology Center

Date: April 25, 2011

Attending: Karen Bounds, 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

Absent: Rochelle Funderburg

Other's Present: State Library—Diane Yeoman, Elizabeth Letterly, Joan Rhodes, Anne Craig, Greg McCormick, Lauren Tucker.
 RPLS—Bev Obert, Louise Green, Richard Helton, Mike Szymkoski
 ShLS—Christine Fine, Ellen Popit
 LTLS—Donna Schaal, Ramona Rollins
 LCLS—Amanda McKay, Juliette Douglas, Leslie Bednar
 EIU—Jan Ison

Call to Order: Called to Order at 6:19pm

| Agenda Item | Discussion and Decisions |
|------------------------------|--|
| 1. Public Comments | No members of the public wished to comment. |
| 2. Minutes | It was moved by Green and seconded by Bounds that the April 6, 2011 minutes be approved as written. Grammatical errors were corrected during discussion. Minutes passed with amendments during a roll call vote. |
| 3. Financial Report | Steele provided the report of the total Area and Per Capita funding received so far. Requested that all business managers present cash flow as of April as well as a status update of the LLSAPs funding. Question posed by Steele about what committee will work on the budget. It was determined that the Finance Committee would do this work. She asked that the Finance Committee seek consensus on line item reserve fund. |
| 4. President's Report | Turner met with the search committee via call and Adobe Connect. The initial bid request has been placed. Results will be reviewed on Thursday. |
| 5. Staff Report | System Directors are meeting April 26 to continue discussions about the budget for next year. |
| 6. Committee Reports | <i>Nominating Committee</i> —Dianna Brawley Sussman sent out a |

| | |
|---|---|
| | <p>questionnaire to solicit nominations.</p> <p><i>Facilities Location Committee</i>—No report presented.</p> <p><i>Search Committee</i>—Turner noted that bids were due April 25 and the group will be reviewing them on Thursday.</p> <p><i>Personnel Committee</i>—Wunderlich reported a discussion held between the committee and Juliette Douglas regarding the difference between a code versus a manual. The bylaws stipulate that it is a code.</p> <p>The Personnel Committee then presented two resolutions to be considered by the board.</p> <p>Illinois Heartland Library System Work Week: Wunderlich motioned and Randall seconded that Resolution No: TBR 2011-17 along with supporting Document No: TBD 2011-11 pass as presented. There was no discussion. The resolution passed with a roll call vote.</p> <p>Illinois Heartland Library System Paid Holidays: Steele motioned and Marsh seconded that Resolution No: TBR 2011-18 along with supporting Document No. TBD 2011-22 pass as presented. There was discussion regarding how many paid holidays state employees receive. It's either 12 or 13, depending on whether it is an election year. The resolution passed with a roll call vote.</p> |
| <p>7. ISL Report – Greg McCormick; Lawren Tucker</p> | <p>Tucker presented a report regarding the letter to Turner on April 20, 2011. The application to merge has been received and reviewed. The letter on April 20, 2011, addresses a few items that need to be included to make the application complete. Once those are received, final determination can be made about the ability to merge.</p> |
| <p>8. Unfinished Business</p> | <p><i>Illinois Heartland Library System Benefits</i> Document No: TBD 2011-12 is for informational purposes and will be discussed at the next meeting.</p> <p><i>Illinois Heartland Library System Salary Scale</i> Document No: TBD 2011-13 is for informational purposes and will be discussed at the next meeting.</p> <p><i>Illinois Heartland Library System Pay Period</i> Document No: TDB: 2011-14 is for informational purposes and will be discussed at the next meeting.</p> |
| <p>9. New Business</p> | <p><i>Membership Grievance Policy</i></p> |

Steele moved and Trame seconded that Resolution No: TBR 2011-13 along with supporting Document No: TBD 2011-18 be passed as presented. During discussion, several grammatical changes were proposed. The resolution passed as amended with a roll call vote.

Freedom of Information Procedures

Green moved and Bounds seconded that Resolution No: TBR 2011-14 along with supporting Document No: TBD 2011-19 be passed as presented. There was no discussion. The resolution passed as amended with a roll call vote.

Resource Sharing Policy

Bounds moved and Nabe seconded Resolution No: TBR 2011-15 along with supporting Document No: TBD 2011-20 be passed as presented. There was no discussion. The resolution passed as presented with a roll call vote.

LLSAP Funds Policy

Pohl moved and Nabe seconded Resolution No: TBR 2011-16 along with supporting Document No: TBD 2011-21 be passed as presented. During discussion, several grammatical changes were proposed. The resolution passed as amended with a roll call vote.

Illinois Heartland Library System Staffing Assumptions

Marsh moved and Bounds seconded that Resolution No: TBR 2011-19 be passed as presented. During discussion, Nabe questioned the use of the word tenure. Turner defined it as longevity. Nabe questioned whether it was the most appropriate word. "Years of Service" was offered as a replacement. Wunderlich questioned the phrasing "highest scale." Nabe questioned whether that bullet should have a qualifier of "as funds are available." The resolution passed with amendments with a roll call vote.

Compensated Absence and Sick Leave

Pohl moved and Trame seconded that Resolution No: TBR 2011-20 be passed as presented. The resolution passed without amendments with a roll call vote.

Illinois Heartland Library System Employee Medical, Dental, Life, Vision, Employee Assistance Program

Ison presented a bid prepared by the business managers. It is one bid that asks for two things; one that asks for the best insurance offerings amongst all of the Systems and one that

| | |
|---------------------------------|--|
| | <p>asks for the minimum offered by the current Systems. Douglas mentioned that from a conversation with McCormick that the specifications should be tight enough so that the low bid can be accepted. Having two plans makes following this recommendation difficult. The business managers are recommending a single bid. McCormick confirmed that it doesn't seem possible to request a bid for two separate plans. The concern for a single bid was that what if the lowest bid was still too high. McCormick said that in that case, all bids would be rejected and an emergency procurement would need to happen. Business managers will forward recommendation onto executive committee.</p> <p>Green moved and Shake seconded that that Resolution No: TBR 2011-21 be passed as presented with approval of the final document of the executive committee and executive directors. During discussion Wunderlich asked if the first paragraph was being disregarded. Green confirmed that this is how she made the motion. The resolution passed with a roll call vote.</p> |
| <p>10. Announcements</p> | <p>Bednar announced that LCLS has a prospective tenet. IHLS will be included in the language of the contract so that future payments will be made to IHLS. Bednar also announced that a prospective buyer has been found for a parcel of land owned by LCLS, but this deal is expected to close before June 30. LCLS will retain the proceeds in their name.</p> <p>The next meeting will be on May 9, 2011, at the Hilton Garden Inn, Effingham, Illinois.</p> |

Meeting was adjourned at 7:32 pm.