

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

Place: Hilton Garden Inn, Effingham, IL
Date: May 9, 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: Greg McCormick, Lawren Tucker, Bev Obert, Nina Pals, Ellen Popit, Donna Schaal, Ramona Rollins, Amanda McKay, Juliette Douglas, Leslie Bednar, and Jan Ison
Call to Order: Called to Order at 6:05pm

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 Steele that the April 26, 2011 minutes be approved as written. Grammatical errors and omissions were corrected during discussion. Minutes passed with amendments during a roll call vote.
3. Financial Report	Steele reported that there was no cash flow report available for this meeting; however, cash flow report for all Systems would be available for the next meeting.
4. President's Report	Turner reported that Mary has withdrawn from the Building Committee. Richard Helton has become the chair of the Building Committee. Turner requested that the final meeting of the Transition Board be a face-to-face meeting with a celebration afterward. He also requested that the Planning Committee, and incoming board members, and other supporters be invited as well.
5. Staff Report	Ison reported that the position descriptions are being developed by Obert and that Ison is taking care of the personnel portion of the area and per capita application. Reported that all documents have been submitted.
6. Committee Reports	<p><i>Nominating Committee:</i> Nina Pals reported the slate of candidates to consider for nomination to the Board. Steele wondered why not all candidates were put on the ballot. Pals explained that there will be 5 positions to be replaced each year so there will be additional opportunities for interested people to participate. Pals also noted that the slate was constructed with geography in mind.</p> <p>It was moved by Pohl and seconded by Marsh that the slate of candidates for IHLS Board be accepted as presented.</p>

	<p>There was no discussion. The motion passed with a roll call vote.</p> <p><i>Facilities Location Committee:</i> Turner noted that the committee is looking at various locations, including locations in Effingham.</p> <p><i>Search Committee:</i> Turner reported that the committee received 3 responses to the request for bids for a search firm for the Executive Director search. The bid from Bradbury and Associates was the low bid with a range of \$14,000 not to exceed \$18,000. It was moved by Bounds and seconded by Nabe that the bid from Bradbury and Associates be accepted. There was no discussion. The motion passed with a roll call vote.</p> <p><i>Personnel Committee:</i> Wunderlich reported on the process of combining philosophies of four institutions. The method that the committee chose was to use the Shawnee personnel code as the template and work to meld each System into one. In an effort to streamline the actual document, many supplemental materials are being placed in an appendix.</p> <p>Wunderlich moved and Randall seconded that the Illinois Heartland Library Employment Definitions, Resolution No: TBR 2011-22, be accepted as presented. During discussion, there were minor corrections regarding grammatical issues. "Exempt" will be removed from the first item. Nabe questioned the fact that the 20-29 hour/week part-time employees should have pro-rated time off. She noted that receiving sick leave was especially important. The motion passed with a roll call vote with Bounds, Green, Hasten, Ihnen, Marsh, McDonnell, Pohl, Shake, Steele, Trame, Turner, and Wunderlich voting aye, Nabe voting no, and Randall abstaining.</p>
<p>7. ISL Report – Greg McCormick; Lawren Tucker</p>	<p>Tucker reported that the additional documentation arrived today for the application. The board should hear soon regarding the acceptance of the application to merge.</p>
<p>8. Unfinished Business</p>	<p><i>Illinois Heartland Library System Benefits</i> Ison presented Document No: TBD 2011-12. There are no changes and the directors will review during a meeting tomorrow. Greene questioned whether the chart comparing benefits has been prepared. It has and will be sent to the board shortly.</p> <p><i>Illinois Heartland Library System Salary Scale</i></p>

	<p>Steele moved and Bounds seconded that Resolution No: TBR 2011-23, with Supporting Document No: TBD 2011-13, be accepted as presented. During discussion, minor grammatical corrections occurred. Steele asked if, for budgeting purposes, the mid-point of salary range was being used and what salary classification is being used for each position. It was confirmed that the mid-point was used for budgeting and Obert asked for an additional week to get the number of each position used for salary classification out of respect for sensitivity for staff. It was also requested that the word "scale" be changed to "range". The motion passed with amendments with a roll call vote.</p>
<p>9. New Business</p>	<p><i>Executive Session</i> Steele moved and Marsh seconded that the Transition Board move into closed session to discuss personnel issues related to employment, salaries, and benefits. The motion passed with a roll call vote. The board adjourned to closed session at 7:08pm.</p> <p>The board returned to open session at 9:22 p.m.</p> <p>Hasten moved and Randall seconded that the directors be authorized to take applications for and to hire the following positions for employment, effective July 1, 2011: LLSAP Manager, LLSAP Support, Cataloger, Cataloging Support, WebJunction Coordinator, Web Junction Assistant, OCLC Billing Manager, Director BPH, Machine Advisor, Machine Clerk, Delivery/Site Supervisor, Delivery Assistant, Delivery Driver, Page/Sorter. In addition, all other positions will be posted and initially available to internal candidates. The motion passed with a roll call vote.</p> <p>The Staffing Committee was established. Steele, Marsh, Shake, Green, Bounds plus four system directors to work on other positions to be filled as soon as possible.</p> <p><i>IHLS Fund Descriptions</i> Steele motion and Trame seconded that Resolution No: TBR 2011 – 24 with Supporting Document No: TBD 2011-23 be accepted as presented. The motion passed with a roll call vote.</p> <p><i>Position Descriptions</i> Document No: TBD 2011-24 was presented for information purposes only and will be considered by the board at a later time. The board wishes to have more details provided by the</p>

	<p>directors.</p> <p><i>Annual Plan FY 2012</i> Green presented Document No: TBD 2011-25, which is for information purposes only. Green asked for consideration of the document as well as feedback at a later time.</p> <p><i>Budget FY 2012</i> Steele presented Document No: TBD 2011-26, which is for information purposes only. Steele asked for consideration of the document as well as feedback at a later time. A more detailed budget will be presented at the May 26 meeting. Albers provided assumptions for the delivery budget. Bednar will send delivery budget plus additional vehicle information to the board.</p>
<p>10. Announcements</p>	<p>Juliette Douglas announced the Medical Bid went out and hope to have recommendations at the next meeting.</p> <p>Upcoming Meetings: May 26, 2011 – Video Conference – It was recommended that this be changed to an in person meeting, location to be determined. June 9th meeting in person at Hilton Garden Inn, Effingham. June 30th meeting in person at Hilton Garden Inn, Effingham.</p>

Meeting was adjourned at 9:56 pm.