



Thursday, April 14, 2016 at 1:00 PM
ILF Office Park

Present: Robyn Young, Beverly Martin, Dr. David Peter, Jason Hatton, Stephanie Davis, Steve Pearl, Kevin Petsche, Beverly Gard, Emily Ellis, Edra Waterman, Daniel Toon, Laurel Setser, and Diane Huerkamp. Guests: Tisa Davis.

Teleconference: Michelle Houser, Amber Arnold, Kelly Ehlinger, Heather McNabb.

Not Present: Tara White, Cheryl Blevens, Ex-officio members: Jake Speers

1. **President Robyn Young called the meeting to order at 1:02 P.M.** The agenda was reviewed. Kevin Petsche requested Agenda item 4.1 Finance to be moved 5.5. The agenda was approved by consent.
2. The **minutes** from February 11, 2016 were reviewed. A motion to accept the minutes as presented was made by Stephanie Davis. The motion was seconded by Kevin Petsche. Motion carried unanimously.
3. **Correspondence:**
 - A thank you note from Suzanne Walker, Indiana State Library was received extending their gratitude for ILF's help in promoting 2016 Indiana Library Leadership Academy. A packet was passed around the Board. David Peter and Emily Ellis participated in the Leadership Academy and gave rave reviews.
 - Letter of support received from ACRL 2019 Conference in Cleveland.

4. ILF Office Reports:

4.1 Treasurer: Kevin Petsche and Susan Smith [MOVE THIS to 5.4]

4.2 Retail Sales: Susan Smith, ILF Financial Services Coordinator
No report on Retail Sales this month.

4.3 Communications: Tisa Davis, ILF Communications Manager

FOCUS deadline May 1st.

LITD – had 33 attendees

District 3: Garret Public Library has 108 registered

District 6: Jackson Public Library has 172 registered

District 8: April 28 New Castle Public Library has 54 registered

District 4: April 28 Avon Washington Township Public Library has 37 registered

District 2: West Lafayette Public Library has 29 registered

District 1: May 10 has 15 registered

D57 – is organizing

4.4 Membership: Megan Zanto, ILF Membership Coordinator

Megan was absent but Bev Martin reported there was a healthy renewal; as of April 137 libraries had renewed membership. Individual renewals are as listed below:

AISLE- 184

IALA 81
IPLA 563
ILTA 959

- Bev and Megan will review the top 25 libraries whose memberships have yet to be renewed and shall send out or call each to extend a personal message seeking their renewals.

4.4 Comments from Bev Martin: There were thirty-three [33] candidates who applied for the Executive Director position. The Executive Committee will set up first interviews on April 26 & 29- Recommendations will be presented to the ILF Executive Board in May.

- Met with Legislative Committee, we were lucky in this session the Indiana State Library had legislation passed to allow library cards for students in institutions of higher education.
- The LIT Local Income Tax, will have an impact. Bev Martin will update information to our membership
- Every Student Succeeds, Robyn will initiate a meeting with DOE to determine how we can help our State to secure funds and best distribute that. Robyn sent a brief email with a member of the DOE, she just wants to make sure School Libraries are stakeholders.
- Lots of conferences already planned for 2017 at the Convention Center, we are too late to schedule so we have signed a contract for the 2018 date with the Marriott East. Marriott is part of Visit Indy; the parking is an issue so they are trying to get a shuttle.
- Reviewing opportunities to revitalize Committees.

5. Discussion Items:

5.1 Update of Executive Session:

Executive Committee met to review the thirty-three [33] candidates to select 5 for interviews; three have an MLS [Library Science degree] and two have extensive backgrounds in not for profit organizations.

5.2 In May, we plan to have two candidates to recommend and those two would present to the entire board. The ILF Executive Board would make the final decision May 12.

President Robyn Young provided a report of the Executive Session to the Board regarding the applicants/candidates for the Executive Director position.

5.3 Leadership Handbook Committee Report: Heather McNabb

A committee of four; two have turned in their recommendation. At the June meeting, the committee will have a report or recommendation for the Board.

5.4 2016 and 2017 Annual ILF Conference:

- **David Peter** shared that the ILF Conference will be an outstanding conference; a wide variety of topics.
- **Bev Martin** (2016 conference) explained that new silent auction activities will be part of the Conference, including all the divisions. The Silent Auction Committee members will be marketing more and promoting more Indiana made items for the

silent auction. Items will be available on both dates. **Beth Yates** is chairing that committee.

- **2017 Conference** – Planned to host it at a downtown location, but not unable to book the Convention Center prior to 14 months out; the hotels want to book now. Team is looking at 2018. At the Marriott there are six salons which can be transformed into one large room (1000 people occupancy). Other ideas are for a ‘maker space’ which could be set up long term. Awards and Honors can happen at a luncheon instead of a dinner reception. We will need the large space for James Patterson as our key speaker.

5.5 Finance and Budget Committee Report: Kevin Petsche, Treasurer, provided the Treasurer’s Reports. The Treasurer’s report was accepted. There was a round of applause for the Finance Committee’s work. Points of discussion:

5.6 ILF 2016-17 Budget

Susan Smith has prepared a 2017 Budget but the Finance Committee needs to review and it will be presented at the June Board meeting.

Procedures for financial accountability

- a. Decided against a full audit
- b. Standardized internal control
 - Treasurer and Assistant Treasurer to review statements and reconcile journal ledger on a monthly basis.
- c. Recommend to full board that ILF complete a “Compilation Without Disclosure” at the end of fiscal years every 3 years beginning at the end of the 2015/2016 fiscal year.

Conference and Infrastructure Support

- a. Current process whereby the General Account receives 25% of each (non-annual) ILF conference as well as 50% of resulting net profit is deemed too complicated.
- b. Recommend to full board that this process change to taking 35% of all personal registrations for (non-annual) ILF conferences.

Refund Policy

- a. Recommend to full board that a standard refund policy be instituted for all conferences and events.

Change in Reporting

In an ongoing effort to streamline reports to make them easier to understand – which will enable better decision making, the following changes were recommended to ILF financial reports:

- i. Statement of Activities
 1. Standardize use of presentation of increases and decreases (i.e. asset/debit). All decreases will be shown with parenthesis.
 2. Change the format of General Accounts on first page and various account balances on second page to a format that distributes activities to “Activity Centers”.
 3. Added columns for Monthly (actual) and Monthly (budget).
 4. “Budget Year to Date” column reflects what revenue and expenses are actually anticipated rather than simply dividing expected annual figure by 12 (months).
 5. Under the “Programs and Units” activities section, all district conferences merged into one line.
 6. Formerly labeled “ILF Conference Support” was removed from the former “General Account” section, renamed as “Infrastructure Support” and moved to the Programs and Units activity center.
- ii. Statement of Net Assets
 1. Recommend that the statement be consolidated by removing various investment account totals.

A motion was made by Edra Waterman for a three-year compilation without disclosure, to align with the terms of the office of the Treasurer. David Peter seconded the motion. Motion carried unanimously.

A motion was made by Emily Ellis to accept the *Accounting Procedures* presented. Beverly Gard seconded the motion. Motion carried unanimously.

A motion was made by Edra Waterman to approve the *Cancellation Policy* for all ILF Conference events. It was seconded by Beverly Gard. It is effective immediately. Motion carried unanimously.

A motion was made by Edra Waterman to adopt the proposed ILF conference support formula to change from the current percentage of revenue to a proposed flat fee of 35% of registration fees. These will be collected by ILF for all District and Division Conferences to support the infrastructure of ILF. The motion was seconded by David Peter. Motion carried unanimously. It is effective at the new fiscal year July 1, 2016.

6. Action Items:

6.1 Appointment of Cindy Wenz to Insurance and Benefits Committee Chair.

- A motion was made by Edra Waterman to authorize Robyn Young to officially reappoint Cindy Wenz or Laurel Setser as chair of Insurance and Benefits Committee. David Peter seconded the motion. Motion carried unanimously.
- Laurel Setser shared that in the past that this is a great committee, but with changes this is a good time to reestablish this committee.
- Bev Martin stated that the ILF staff members are receiving calls regarding insurance options.

6.2 Committee to review Leadership Handbook

One of the tasks of the Board is to review documentations including the Leadership Handbook, thus President Robyn Young appointed a Leadership Handbook Committee for this task. She appointed Heather McNabb to chair the Committee. The Committee will review the Leadership Handbook and look for inconsistency and report back to the Board with results and/or suggestions. Emily Ellis and Stephanie Davis volunteered to serve on the Committee.

Heather McNabb will present a report at the June Board meeting.

6.2 Set Special ILF Board Meeting for May 12 to interview final candidate. From 10 am – 4 pm in the Conference Room in Building 911.

- October 6 will be for Board meeting in conjunction with the ILF Fall Forum Meeting.

7. Association Reports:

A. IPLA: Edra Waterman: IPLA will have representation at all District Conferences. The Committee will also have giveaways. Edra shared that a goal of the IPLA Committee is to re-design its logo. They will also be surveying membership with such questions as 1. How can IPLA better serve its members? What are the barriers keeping members from attending IPLA? A survey is forthcoming.

B. AISLE: Michelle Houser: reported their first meeting was March 19, they are filling some open Board position. It was hosted at IUPUI with Dr. Rachel Applegate

C. IALA: Amber Arnold: Had a webinar, information literacy last week. Very successful,

D. ILTA: Steve Pearl: No report; but have discussion topics such as: How do we get Trustees more engaged? What can we learn from training offered by the IN School Board Association to its membership? It is suggested to have some programs geared for Board members and to FOIL members on the same day as the James Patterson presentation.

8. Report for ALA Councilor: Jason Hatton:

- April 20 Confirmation for Webcast. It is a show of support if ILF pens a letter of support to endorse Dr. Carla Hayden. Jason presented a letter of support on behalf of the ILF (Jason's letter).
- During the Mid-Winter conference in Boston, sessions lasted less than one hour.
- Jason made a motion to approve a letter of support of Dr. Carla Hayden. Seconded by Daniel Toon. Motion carried.

9. Ex-Officio Member Report: Indiana State Library: Speer ~ No Report

10. Report from ILHB: Setser:

- The ILHB met last Friday, added language to the certification ...nothing was spelled out regarding those not complying, what happens if you don't have staff with the required level of certification.
- Historical markers are being reviewed to make sure they are politically correct. Visit the historical society to view the requested Historical Markers during the State's Bicentennial!

11. Discussion Items

a. Posting a position for the Planning conference/membership manager.

- b. At the last meeting, the ILF Executive Board changed job descriptions, it was recommended that they are posted and both employees who hold those position, current staff, will need to apply for the job.
- c. Approved co-sponsoring the Bicentennial (Nelson Price) project. The series of articles will be made available to all ILF members, and PDF can be added to newsletters. A book with all the articles and illustration is being created and shall be distributed to all school libraries for free. Public libraries can add this resource to their collection for a mere \$10.00.

There were some funding shortfalls on the Nelson Price project. Robyn shared a request from the organization seeking additional funding from the ILF for support. ILF recently funded the project with a \$1,500 donation. Edra said she would check with IPLA to see if they would support it.

A motion was made by Michelle Hauser to contribute an additional \$5,000 [from the Programs and Units Funds] to the Bicentennial Project for publishing and providing the book to all school libraries. The motioned was seconded by Emily Ellis. Motion carried. Robyn abstained from the vote as she serves on the Newspapers in Education Board who is a co-sponsor of this project.

d. New Business:

The ILF Executive Board extended the opportunity to Bev Martin to apply for the Executive Director's position. Bev appreciated the invitation but is not interested in seeking the position.

President Robyn Young ask to move the October 13 ILF Board meeting date to the week before, she has a presentation and will not be in the state. It was suggested that the Board meet immediately after the Fall Legislative Forum like last year. Everyone agreed.

A motion was made by David Peter to adjourn. The motion was second by Daniel Toon. Motion carried unanimously. Adjourned at 3:36 PM.

Respectfully Submitted,
Diane Huerkamp, MLS
ILF Board Secretary

Next Meetings: May 12, June 9, August 11, October 6th [Annual Conference November 8-10], December 8.

Executive Session and meetings of ILF Finance and Budget Committee convenes prior to regularly scheduled Board meeting.