



Indiana Library Federation Board of Directors Meeting

Thursday, February 11, 2016 at 1:00 PM
ILF Office Park

Present: Robyn Young, Beverly Martin, Tara White, Dr. David Peter, Jason Hatton, Steve Pearl, Kevin Petsche, Kelly Ehlinger, Beverly Gard, Emily Ellis, Edra Waterman, and Diane Huerkamp. Ex-officio members: Jake Speers Guests: Tisa Davis.

Teleconference: Laurel Setser, Heather Mc Nabb, Michelle Houser, and Amber Arnold

Not Present: Daniel Toon, Cheryl Blevens

1. **President Robyn Young called the meeting to order at 2:08P.M.** The agenda was approved by consent.
2. The **minutes** from December 15 were reviewed. A motion to accept the minutes as presented was made by Emily Ellis. The motion was seconded by Kevin Petsche. Motion carried.

The minutes from January 22, 2016 were presented. A motion was made by Stephanie Davis to approve the minutes and seconded by Edra Waterman. Motion carried.

3. **Correspondence:** There were no correspondences received.

4. ILF Office Reports:

4.1 Treasurer: Kevin Petsche, Treasurer who provided the Treasurer's Reports.

Topics:

It was discovered that the 2016 Budget in the Leadership Handbook was actually the 2015 budget. A corrected sheet was distributed.

Kevin presented new reports which reflect a few changes in the way ILF will report. There were two types of changes:

- To organize financial reporting into centers of activity.
- To rearrange the structure of ILF's investments to create an investment strategy that earns maximum interest as well as leaving funds in liquid, but interest-bearing accounts.

The goal of the change in reporting is to make the reports easier to understand, so the Board can make the best fiscal decisions.

The 3 activity centers are:

- Operations

- Programs and Units
- Investments of Restricted funds.

With the change to activity-based reporting, there were changes from the previous reporting that increased the General Fund deficit (referred to as Operations in the new format) from approximately \$4,544 to \$42,015. Among those changes are:

1. The “ILF Conference Support” revenue was originally budgeted at \$22,977 to capture the use of 50% of the non-annual conference profit level. In the new reporting scheme, this revenue stream is reflected in the Programs & Units activity area. This reduced the revenue for the ILF Conference Support to only \$9,802. This change of reporting resulted in an increased deficit of \$13,175 in the Operations activity center.
2. The expected investment gain of \$32,983 was removed as a revenue stream on the General Fund/Operations Activity Center and was kept in the Programs & Units activity center. This added \$32,983 to the Operations activity center deficit.

Kevin and Bev re-assured the Board that the changes to the budget reporting which showed this increased Operating deficit was simply a matter of reporting and not a change in the fiscal health of The Federation.

A Resolution, establishing an interest bearing account at Huntington Bank, was established and signed by Robyn Young, Stephanie Davis, and Kevin Petsche. They are authorized names on the account. The Resolution was witnessed by Diane Huerkamp, ILF Secretary.

On a motion by Kevin Petsche and seconded by Steve Pearl, the Treasurer’s Reports were received as presented. Motion carried.

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

4.3 Communications: Tisa Davis, ILF Communications Manager

- LITD is scheduled for March 11 at Avon-Washington Township Public Library.
- CYPD has signed their Keynote speaker for Sunday and Monday of their conference.
- Districts 1, 3, 8 have their contract signed.
- Sean Davis from PBL will be the new *Focus* Editor replacing Diane Beeper. Effective immediately upon Board approval.
- Awards and honors will be better promoted as well as the scholarships. There will be more assistance from the schools

4.4 Membership: Megan Zanto, ILF Membership Coordinator

Megan was absent but Bev Martin reported there was a healthy renewal; as of February 119 libraries had renewed membership. Individual renewals are as listed below:

AISLE- 147

IALA 63

IPLA 411
ILTA 833

- Bev and Megan will review the top 20 libraries whose memberships have yet to be renewed and will send out or call extending a personal message seeking their renewals.
- Tisa is promoting *YourMembership*, it has many functions once the members have logged on, you can access your account/membership/registration records.
- It is a great tool for ILF office to track the membership.
- Bev reported that the first few weeks of her interim goals were getting to know the staff and become familiarized with the office, filing, and make assessments.
- In addition, she still wears her Legislative hat and assisting with the Legislative Committee.

Bev provided a full review of her tasks from Mid-December through Mid-February report. That report is on file at the ILF office and included in the Secretary's notebook.

5. Discussion Items:

5.1 Discontinuing rotation of Presidency by automatic association:

- It is important to have rotation but President Robyn Young proposed that this be *tabled* for one year and revisited. Young opened the floor for discussion:

Bev Gard said our plate is full and she shared that Marcia Au had strong feelings that the Board is not prepared to make this change and suggested we keep the rotation as it is now, then develop potential leadership.

Kelly Ehlinger agreed the Board has much on their plate and this could be revisited with the intent of developing that potential leadership.

Edra Waterman stated that there is a learning curve for that post and to ensure the upcoming leadership is prepared for the position would make ILF a much stronger organization.

Other comments: There should be procedures in place to make the rotation of the leader a smoother transition and it is the responsibility of the Executive Director to make sure the person is prepared for the presidency.

Bev Martin cited that the rotation of Presidency is currently in the General Policies and Procedures. It was suggested to review the procedures but this does not belong in the Bylaws or Handbook. The ILF Board is elected, not appointed, thus the voice of the membership is represented.

Edra Waterman made a motion to table the rotation of Presidency by automatic association for one year. The motion was seconded by Bev Guard. Motion carried

5.2 Update of Executive Session:

President Robyn Young provided a report of the Executive Session to the Board as follows:

The agenda was reviewed: Job descriptions and rate of pay for Executive Director and Conference Coordinator and Financial status.

Bev Martin presented two job descriptions for the ILF Board to review, offer feedback and adopt. Bev offered her opinion that the Conference Manager does not warrant a 40-hour position, but instead combine the Conference Manager with the Membership Manager, combining the duties and responsibilities.

In addition, Bev included a rationale complete with a fiscal worksheet outlining 3 options for the Board to consider when making a decision regarding the plan to hire an Executive Director and/or Conference Manager. These documents are on file at the ILF office.

After discussion it was recommended by Young that Bev Martin edit the Job Description for Executive Director and provide an electronic version to the Executive Board to review and approve via email correspondence.

5.3 Use of *YourMembership*

This tool is a great resource for the ILF office staff and members. It can help with the archives, Minutes, and overall communication. The office staff is promoting the many uses and features of the *YOURMEMBERSHIP* tool; it is all in one place. Recommend highly.

Dropbox and *YourMembership* are conveniently accessible via the ILF website. Email Tisa for additional information.

6. Action Items:

6.1 Bill Wiebenga, Legislative Committee Co-Chair

A motion was made by Kelly Ehlinger to name Bill Wiebenga as the Legislative Committee Co-Chair. The motion was seconded by Bev Gard. Motion was carried. Bill has been in the position for a few meetings.

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, Stephanie Davis volunteered to serve on the Committee.

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

6.3 Review/Audit of Budget

Bev Martin expressed a need for an audit of the ILF Finances. The Federation has employed PK Parish, CPA for other services. It was recommended that she contact PK Parish to obtain a quote to provide a fiscal audit, bank reconciliation, review and make recommendation for internal controls.

Bev will provide additional details at the next Board meeting.

6.4 Allocation of Special Initiatives Funds

President Young was concerned about the Special Initiative Funds of \$100,000 set aside for projects to heighten the profile and public awareness of libraries in Indiana. An amount of \$60,000 was set aside for James Patterson's fees as the 2016 Keynote speaker. It was determined and agreed that any funds not used would go back into the General Fund. All expenditures need to be approved by the Board. The Executive Director has a limit line of authorized expenditures without Board approval. That amount will be researched and shared with the Board. What funds aren't used for the James Patterson would go back into the general fund.

Since the 2017 budget process begins in June this allocation will then be null and void after May 31, 2016, or a motion to extend the special projects fund with a plan attached could be an option.

6.5 Appointment of the Editor of Focus

A motion was made by Bev Gard adopting the report of the Publications Committee approving Sean Davis from EVPL as the new Focus Editor replacing Diane Bever effective immediately. The motion was seconded by Emily Ellis. Motion carried.

7. Association Reports:

- A. IPLA: Edra Waterman:** reported they had their first meeting- reviewing the strategic plan from last year. The discovered action items: people are interested in connection and development and interact in meaningful way. They play to raise the profile of IPLA at conferences and have IPLA representation at District Conference
- B. AISLE: Michelle Houser:** reported their first meeting will be March 19, filling some open Board position.
- C. IALA: Amber Arnold:** No report
- D. ILTA: Steve Pearl:** No report

- 8. Report for ALA Councilor: Jason Hatton:** During the Mid-Winter conference in Boston. Sessions lasted less than one hour. Jason provided an overview of these topics:
 - a. Resolution Against Islamophobia
 - b. Resolution for Restoring Civil Liberties and Opposing Mass Surveillance
 - c. User Generated Content in Library Discovery Systems: An Interpretation of the Library Bill of Rights.
 - d. Resolution concerning Accessibility of ALA Conferences and Meetings for People with Disabilities.
 - e. Resolution on Replacing the Library of Congress Subject Heading "Illegal Aliens" with 'Undocumented Immigrants'.

f. Resolution Supporting the 2015 Advocacy Implementation.

9.Ex-Officio Member Report: Indiana State Library: Speer 165 Libraries signed up for the SRCS. As of January 31, 2016, we have 150 libraries who have submitted letters of intent to join SRCS. That group includes: 17 Class A Public Libraries, 43 Class B, 41 Class C, 47 Academic libraries and the Indiana State Library. This broad pool of libraries includes fourteen of the most popular ILS in the state, including AG Verso, Evergreen Indiana, ExLibris Aleph, Alma & Voyager, Millennium, Polaris, Sierra, Koha, OCLC WMS, Horizon, Symphony and TLC Library Solutions with a combined catalog of 34 million items.

10. Report from ILHB: Setser: No report

11. Discussion Items

a. Old Business: Bev Martin is still reviewing furniture proposals for the office; she will bring a recommendation or report to the April Board meeting.

b. New Business:

President Robyn Young appointed Marcia Au to review the Employee Handbook because discrepancies were found.

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 Edra Waterman to adjourn. The motion was second by Dr. David Peter. Motion passed unanimously. Adjourned at 3:36 PM.

Respectfully Submitted,

Diane Huerkamp, MLS

ILF Board Secretary

Next Meetings: April 14, June 9, August 11, October TBD [Annual Conference November 8-10], December 8.

Executive Session convenes before regularly scheduled Board meeting.