

**Lewis & Clark Library System  
Board Meeting Minutes  
May 20, 2008  
LCLS Headquarters**

**Summary of Selected Motions**

| Agenda Item | Motion   | Result               |
|-------------|--|----------------------|
| V.A.1.c.    | Increase the salary of Tina Hubert, LCLS Executive Director, by 3% for an annual salary of \$89,610 effective July 1, 2008   | Roll call – approved |
| V.C.1.      | Approve the Updated Courier Services Operational Plan (previously titled Delivery Operational Plan) and cease Saturday, Holiday, and Branch deliveries as soon as practically possible | Roll call – approved |
| V.C.2.      | Approve the FY2008-2009 LCLS Budget  | Roll call – approved |
| V.C.3.      | Approve the FY2009 Per Capita Grant Application  | Roll call - approved |

**I. Opening of Meeting**

A. Call to Order

Mr. Paris, President, presided and called the meeting to order at 6:02 p.m.

B. Roll Call

Members present:

|                        |  |
|------------------------|--|
| Mr. Ron Coleman        | Louis Latzer Memorial Public Library Trustee |
| Ms. Kathleen Feher     | Public Library Trustee Member-at-Large       |
| Ms. JoAnn Nabe         | Public Library Trustee Member-at-Large       |
| Mr. Matthew Paris      | Academic Library Representative              |
| Ms. Joyce Reid         | School Library Representative                |
| Ms. Diane Semanisin    | Maryville Community Library District Trustee |
| Mr. Norman Schiller    | Public Library Over 15,000 Representative    |
| Ms. Elaine Steingrubey | Public Library Representative                |
| Ms. Pat Wandling       | Special Library Representative               |

Members absent:

None

Others present:

|                      |                          |
|----------------------|--------------------------|
| Ms. Tina Hubert      | LCLS Executive Director  |
| Ms. Bonnie Kilmurray | LCLS Executive Assistant |
| Ms. Charm Ruhnke     | LCLS Consulting Manager  |
| Mr. Pete Saulog      | LCLS Accountant          |

C. Introduction of Observers and Staff Members

Ms. Hubert introduced the staff members and observers.

**II. Open Forum – None**

**III. Consent Agenda**

The financial statement was not included in the mailing and was handed out at the meeting. Time was given for the members to review the document.

Ms. Hubert stated that on May 8, 2008, we received an Area and Per Capita payment and on May 14, 2008, we received a check in the amount of \$1,440 from the Illinois Public Risk Fund as a refund because we had no workers comp claims during the past year.

A. A motion was made by Ms. Steingrubey, seconded by Mr. Schiller, to:

**Approve the May 20, 2008, Consent Agenda:**

- 1. Approve minutes of the April 15, 2008, regular Board meeting**
- 2. Approve financial statements and reports and the April 2008 Bill List in the amount of \$173,873.59**

A roll call vote was taken.

|                    |     |                        |     |
|--------------------|-----|------------------------|-----|
| Mr. Ronald Coleman | Yes | Ms. Diane Semanisin    | Yes |
| Ms. Kathleen Feher | Yes | Mr. Norman Schiller    | Yes |
| Ms. JoAnn Nabe     | Yes | Ms. Elaine Steingrubey | Yes |
| Mr. Matthew Paris  | Yes | Ms. Pat Wandling       | Yes |
| Ms. Joyce Reid     | Yes |                        |     |

Motion carried.

**IV. Communications - None**

## V. Reports

### A. Officers

#### 1. President – Matthew Paris

- a. Mr. Paris stated that the results of the Board election was as follows:

Joyce Reid, School Representative  
JoAnn Nabe, Public Library Trustee Member at Large  
Linda McDonnell, Public Library Trustee Member at Large

Mr. Paris congratulated the winners and stated that the three-year terms would begin July 1, 2008.

- b. Mr. Paris asked for volunteers to serve as the Board officers for the next fiscal year. The slate of officers is as follows:

Elaine Steingrubey, President  
Pat Wandling, Vice President  
Norm Schiller, Treasurer  
Joyce Reid, Secretary

The election of officers will be held at the June meeting.

- c. Mr. Paris stated that he received many responses to Ms. Hubert's evaluation, all of which were laudatory. He then called for a closed session.

A motion was made by Mr. Schiller, seconded by Ms. Wandling, to:

#### **Close the regular meeting**

Motion carried by voice vote.

A motion was made by Ms. Nabe, seconded by Mr. Schiller, to:

#### **Go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity as per (5ILCS 120/2) Sec 2 Paragraph (2)**

Motion carried by voice vote.

Time as noted was 6:15 p.m.

A motion was made by Mr. Schiller, seconded by Ms. Wandling, to:

**Come out of closed session**

Motion carried by voice vote.

A motion was made by Mr. Schiller, seconded by Ms. Semanisin, to:

**Reopen the regular meeting**

Motion carried by voice vote.

Time as noted was 6:31 p.m.

A motion was made by Mr. Schiller, seconded by Mr. Coleman, to:

**Increase the salary of Tina Hubert, LCLS Executive Director, by 3% for an annual salary of \$89,610 effective July 1, 2008**

A roll call vote was taken.

|                    |     |                        |     |
|--------------------|-----|------------------------|-----|
| Mr. Ronald Coleman | Yes | Ms. Diane Semanisin    | Yes |
| Ms. Kathleen Feher | Yes | Mr. Norman Schiller    | Yes |
| Ms. JoAnn Nabe     | Yes | Ms. Elaine Steingrubey | Yes |
| Mr. Matthew Paris  | Yes | Ms. Pat Wandling       | Yes |
| Ms. Joyce Reid     | Yes |                        |     |

Motion carried.

2. Vice-President – Elaine Steingrubey

Ms. Steingrubey stated that she attended the System Presidents & Directors meeting along with Ms. Hubert on April 30, 2008.

She stated that Anne Craig, ISL Director, reviewed the Strategic Plan and thanked all systems for the projects they are working on with the State Library. She stated that they are committed to WebJunction Illinois. She talked about In Name Only legislation that is proposed to make it possible to dissolve township libraries that collect no taxes and provide no services in order to keep from being annexed into another library district.

Metropolitan Library System is spearheading a library license plates project. Plinkit was also discussed; it is a second year project being led by Rolling Prairie Library System. Ms. Ruhnke gave a demonstration of Putting Illinois on the Map. There was a discussion on the library that will be moving from Alliance Library System to Prairie Area Library System. Pat Norris was named the LCLS State Library Consultant beginning July 1, 2008 through June 30, 2010.

- b. Ms. Steingrubey and Mr. Schiller talked about their trip with Judy Rake to Washington DC for Legislation Day. Mr. Schiller stated this event is very worthwhile; this year had the biggest Illinois delegation and the best political mood. The legislators could tell that these issues were important to the library community. He thanked the Board for allowing him to go and even if there is no money in the budget next year he plans to attend and urged the other members to do the same.

B. Committees – No report

C. Executive Director

- 1. Ms. Hubert stated that there has been much discussion on the courier services with the continually increasing cost of gas. The Courier Services Operational Plan has been updated to reflect the results of those discussions. Ms. Hubert reviewed the changes.

A motion was made by Ms. Steingrubey, seconded by Mr. Schiller, to:

**Approve the Updated Courier Services Operational Plan (previously titled Delivery Operational Plan and cease Saturday, Holiday, and Branch deliveries as soon as practically possible**

A roll call vote was taken.

|                    |     |                        |     |
|--------------------|-----|------------------------|-----|
| Mr. Ronald Coleman | Yes | Ms. Diane Semanisin    | Yes |
| Ms. Kathleen Feher | Yes | Mr. Norman Schiller    | Yes |
| Ms. JoAnn Nabe     | Yes | Ms. Elaine Steingrubey | Yes |
| Mr. Matthew Paris  | Yes | Ms. Pat Wandling       | Yes |
| Ms. Joyce Reid     | Yes |                        |     |

Motion carried.

- 2. Ms. Hubert stated that the updated budget was included in the Board mailing. She reviewed the expected changes that had been anticipated from the prior month.

A motion was made by Ms. Feher, seconded by Mr. Schiller, to:

**Approve the FY2008-2009 LCLS Budget**

A roll call vote was taken.

|                    |     |                        |     |
|--------------------|-----|------------------------|-----|
| Mr. Ronald Coleman | Yes | Ms. Diane Semanisin    | Yes |
| Ms. Kathleen Feher | Yes | Mr. Norman Schiller    | Yes |
| Ms. JoAnn Nabe     | Yes | Ms. Elaine Steingrubey | Yes |
| Mr. Matthew Paris  | Yes | Ms. Pat Wandling       | Yes |
| Ms. Joyce Reid     | Yes |                        |     |

Motion carried.

3. Ms. Hubert reviewed the Per Capita Grant application stating that each part has been approved but that the document as a whole needs to be approved. The formal presentation at the State Library will be on Wednesday, July 23, 2008.

A motion was made by Mr. Schiller, seconded by Mr. Paris, to:

**Approve the FY2009 Per Capita Grant Application**

A roll call vote was taken.

|                    |     |                        |     |
|--------------------|-----|------------------------|-----|
| Mr. Ronald Coleman | Yes | Ms. Diane Semanisin    | Yes |
| Ms. Kathleen Feher | Yes | Mr. Norman Schiller    | Yes |
| Ms. JoAnn Nabe     | Yes | Ms. Elaine Steingrubey | Yes |
| Mr. Matthew Paris  | Yes | Ms. Pat Wandling       | Yes |
| Ms. Joyce Reid     | Yes |                        |     |

Motion carried.

4. Ms. Hubert stated that Leslie Bednar has been named the GateNet Manager. She also stated that Pete Saulog has been hired as the new accountant.

Mr. Saulog thanked the Board for their confidence in him and that he will do the best job he can and do it correctly the first time.

Ms. Hubert stated that the Technology Manager job description is ready and will be posted in this week's Expedition EXTRA! She has already had a couple of very good inquiries about the position.

5. Ms. Hubert stated that the staff is discussing/brainstorming options for cost savings.

Ms. Hubert gave a follow-up on the Belleville Democrat article on the township buying food for funerals. The question was asked if the System should be providing food prior to the Board meetings. There are several differences between what the Township does and what LCLS does:

- a. The Township is paying not for food at staff meetings or official township functions but paying for food at the funeral receptions of employees and their family. The food at our board meetings is part of the official function, part of the board meeting, not a 'social' event.
- b. The food is consumed here. Family members are not receiving any gain from the food.
- c. Here at LCLS, it is clearly defined that memorials and other remembrances are the responsibility of the staff association not the System. According to the article, this issue is blurred for the Townships.
- d. When a board member goes to a conference or System-related meeting, meals (dinners) are included in the function. To us, the board meeting meal is in the same category as other meeting functions.

Ms. Hubert stated that June 17, 2008, will be the last Board meeting of the fiscal year and also the annual meeting. The annual meeting with sandwiches and cake will be held from 5:00 – 5:50 p.m. The Librarians Advisory Council and the membership have been invited to attend. Ms. Feher's term on the Board and Mr. Winner's term as our ISL Consultant will be complete. Both will be honored at the meeting.

Ms. Hubert stated that the originally proposed change in the Illinois State Board of Education rules concerning school media librarians were redone and new wording of the rules will be considered by ISBE on Wednesday, May 21, 2008. The changes are weaker than the original version. The Board of Education intends to reconsider the rules again in a few years.

Ms. Hubert stated that Ms. Ruhnke was subpoenaed to appear before the United States District Court Grand Jury. Ms. Ruhnke gave a generalized explanation of the experience.

Ms. Hubert passed out copies of the new Expedition EXTRA! This is the result of the Intergovernmental Agreement with North Suburban Library System for e-newsletter technology. The only feedback we have received has been very positive.

Ms. Hubert stated that Anne Craig, ISL Director, is asking if member libraries would be interested in displaying a special traveling exhibit commemorating the Lincoln/Douglas debates. Charm is leading our efforts in this regard.

Ms. Hubert stated that our Web server which houses our Web sites as well as any member Web sites hosted by us are under attack by a "bot." We have been able to contain all attacks. Troy Brown from Shawnee Library System is reconfiguring the server room. Bruce Gates is performing additional back-ups so in case the bot gets through we can get the system up and running right away. Chris Dewese has been quarantining areas where there are possible weaknesses.

Ms. Hubert stated that House Bill 4527 just passed the Illinois Senate and will be sent to the Governor. This is the proposal by the Illinois Secretary of State to increase the formula to fund equalization and school library grants. The bill will be sent to the Governor within 30 days, and he will have up to 60 days to review and act on the bill. This does not put the actual funding in the budget, but is a first step to be able to do so.

Ms. Hubert stated that the State Library has asked us to assist with the review of the Value of Resource Sharing LLSAP grant proposals from our System members. These grants are to help libraries join the LLSAPs (i.e. GateNet). We are happy to assist.

Ms. Hubert stated that we have submitted two ILA award nominations, one for the Putting Illinois on the Map project and one for the YouTube video.

Ms. Hubert stated that she has been negotiating with OCLC for the transitioning of the LibraryU courses to WebJunction. LCLS, as the grantee for the LibraryU project, is the owner of the products of that project. LCLS will receive a small sum in this regard.

**D. Illinois State Library Consultant, Ron Winner**

Mr. Winner reviewed his report.

Mr. Winner stated that he will not be able to attend his last meeting in June. He said that it was great to work with us and that we are doing a great job putting our members first.

**VII. Announcements –**

Mr. Coleman stated that Louis Latzer has not resolved any of their funding issues yet. He also announced that their Director, Angela Kim, received her MLS degree.

**VIII. Adjournment**

The meeting adjourned at 7:57 p.m.

Approved by LCLS Board Action 6/17/2008

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Joyce Reid, Secretary