

**Lewis & Clark Library System  
Board Meeting Minutes  
June 17, 2008  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III. A.	Approve the June 17, 2008 Consent Agenda (see below for all items in motion)	Roll call – approved
V. A. 1.	Elect the following slate of officers for FY2008-2009: Elaine Steingrubey, President Pat Wandling, Vice President Norm Schiller, Treasurer Joyce Reid, Secretary	Roll call – approved

**I. Opening of Meeting**

A. Call to Order

Mr. Paris, President, presided and called the meeting to order at 6:00p.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. 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:

Ms. Joyce Reid	School Library Representative
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Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Bonnie Kilmurray	LCLS Executive Assistant
Ms. Charm Ruhnke	LCLS Consulting Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Leslie Bednar	GateNet Manager
Ms. Amanda McKay	LCLS Marketing Consultant
Ms. Judy Rake	LCLS Youth Services & Advocacy Consultant
Ms. Linda McDonnell	Incoming Board Member from Six Mile Regional LD
Ms. Connie Williams	Director, Metro East Lutheran High School/Madison County Law Library

C. Introduction of Observers and Staff Members

Ms. Hubert introduced the staff members and observers.

**II. Open Forum – None**

**III. Consent Agenda**

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

**Approve the June 17, 2008 Consent Agenda:**

- 1. Approve minutes of the May 20, 2008 regular Board meeting**
- 2. Approve financial statements and reports and the May 2008 Bill List in the amount of \$155,581.04**
- 3. In order to pay the bills through June 30, 2008, the business office be authorized to close the books as of July 31, 2008, for the fiscal year ending June 30, 2008**
- 4. Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2008-2009 Budget**
- 5. Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2008-2009 Budget**
- 6. Approve The Bank of Edwardsville and Illinois Funds be named the depositories for FY 2008-2009. In addition, System funds may be invested with discretion in U.S. obligations or deposits by a federal agency**
- 7. Adopt Prevailing Wage Rates**
- 8. Empower the Executive Director to work with The Bank of Edwardsville to secure, if necessary, grant anticipation notes on a month-to-month basis. These notes will be paid immediately upon receipt of State of Illinois grant funds**

- 9. Approve authorization for wire transfers to and from The Bank of Edwardsville for Illinois Funds, EFTPS, and IMRF**
- 10. Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month (except August 2008 and December 2008 when no meetings will be held) at 6:00 p.m. at locations agreed upon.**
- 11. Name John Gilbert, Dean Sweet, and Phil Lenzi as the legal counsels for the Lewis & Clark Library System**
- 12. Approve Drug Free Workplace Policy Certification**
- 13. Encourage LCLS staff to seek and secure grant funds for projects benefiting LCLS and its members**
- 14. Authorize the payment of all usual and regular bills in the event the Board of Directors is not able to meet, or a quorum is not present, during any regularly scheduled Board meeting and for the months of August and December 2008 when a Board meeting is not scheduled**

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	Absent		

Motion carried.

#### **IV. Communications**

Ms. Hubert stated that a letter was received from Sharon Ruda thanking Ms. Ruhnke for her help during SPLMI. Also an email was received from Joyce Reid apologizing for not being able to attend this evening's Board meeting and included pictures from her travels.

#### **V. Reports**

##### **A. Officers**

##### **1. President – Matthew Paris**

- a. Mr. Coleman made a motion to:

**Elect the following slate of officers for FY2008-2009:**

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

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	Absent		

Motion carried.

- b. Mr. Paris volunteered to be Linda McDonnell's Board Buddy when her term begins in July.
- c. Mr. Paris read the following Resolutions:

Whereas, the Board of Directors of the Lewis & Clark Library System is responsible for its successful operation; and

Whereas, Kathleen Feher has been a faithful and devoted director of the System giving freely and unselfishly of her own personal time in carrying out her obligations as a representative of her community on the Board of Directors; be it

Resolved, that as of June 17, 2008, Kathleen Feher be specifically commended for her many contributions to the development of the System and through it the strengthening of all member libraries; be it further

Resolved, that a copy of this Resolution be sent to the Fairview Heights Public Library.

Resolved, that as of June 17, 2008, the Lewis & Clark Library System Board of Directors wishes to extend its appreciation of the dedication and service to Ron Winner, Illinois State Library Consultant, for the years 2005-2008.

Mr. Paris thanked them both for their services. Ms. Feher stated that she learned a lot during her term.

2. Vice-President – Elaine Steingrubey

Ms. Steingrubey stated that her knee surgery is scheduled for June 19, 2008. She also stated that she is looking forward to being the Board President.

B. Committees – No report

C. Executive Director

1. Ms. Ruhnke gave a demonstration of the Illinoismap.info project, which is funded by an Illinois State Library LSTA grant.
2. Ms. Hubert stated that Kip Kolkmeier, ILA Lobbyist, reported on the Spring Legislative Session. He also discussed his funding front ideas. He states libraries are well positioned and that we work the process well. We need to get in front of agencies in the fall and legislators in the beginning of the calendar year.

Ms. Hubert stated that the ILA Board passed a recommendation that the ILA Office continue to discuss a move to rent space at the ALA Building on East Huron. The move is expected to occur in August.

3. Ms. Hubert stated that she attended the ILSDO meeting on June 9, 2008, at Alliance Library System. She is the new treasurer.

Ms. Hubert stated that ILSDO passed the recommendations for Data Security Minimums. These recommendations are meant to ensure a base level of protection for all Library System data and will be incorporated into a new Technology Policy for the System in the upcoming year.

Ms. Hubert stated that ILSDO continues to discuss cost savings efforts and ways they can share in that regard. As a result, LCLS will be applying for a Voyager card from the University of Illinois, a Wright card through the state, and will investigate the possibility of utilizing state service stations for reduced gas rates.

Ms. Hubert stated that Colonel Lucretia Heard-Thompson, Director for Strategic Planning for the Illinois Army National Guard made a presentation regarding a possible cooperative library program. She is interested in developing a Military Child Month whereby materials would be available through all Illinois public libraries and where special programs specifically targeting children of deployed parents would be held. Ms. Hubert volunteered to be the ILSDO liaison for this program.

4. Ms. Hubert stated that Kevin Becker has been hired as the new Technology Development Manager. He will start July 1, 2008. Mr. Becker is currently the Technology Manager for the Edwardsville Public Library.

Ms. Hubert stated that as a result of conversations with the consultants regarding working smart and saving money, several new initiatives have been put into place. We now:

- a) Lock the entryway stairway doors so that people will have to enter the building to be seen by staff in order to get to the 2<sup>nd</sup> floor – this is a safety issue.
- b) Turn off the lights in the area of the building not in use after 5:00 p.m. or before 8:00 a.m.
- c) Keep the refrigerators clean. Every Friday afternoon items left in the refrigerator that are not marked are thrown away. We will have the cleaning company clean the coils on both refrigerators.
- d) Use both sides of paper for draft printing
- e) Turn off the lights in areas not in use, specifically the restrooms, break rooms, and copy room, as well as any other reasonable areas.
- f) Look for additional ways to be thrifty and productive. Any suggestions to help us contain costs while increasing efficiency are most welcome – everyone is encouraged to share ideas. We will also have this as a topic of discussion at the June staff meeting.

Ms. Hubert stated that Ms. Douglas has negotiated new health insurance from Blue Cross Blue Shield of Illinois, dental insurance from Delta Dental, and vision insurance from VSP. It is estimated that this will lower health insurance costs for the System by approximately \$30,600 in FY08-09.

5. Ms. Hubert stated that LCLS will have a garage sale August 22 and 23, 2008. Ms. Hubert will bring an action item to the Board in July to allow us to sell items no longer needed and forward at least half of the proceeds to the Staff Association.
6. Ms. Hubert stated that she will be sending email separation letters to city officials in Staunton. The Mayor, Police Chief, and City Clerk have had lcls.org email accounts for many years. We believe these accounts are carryovers from when the System was an Internet Service Provider but are no longer appropriate or secure enough for these officials.

Ms. Hubert stated that the final visit of the four Southern Systems occurred in Effingham when we got together to identify similarities, differences, and where we could work together. As a result, we now have a shared Youth Source blog and will share prepared workshops. These are just the first steps and are looking forward to continued collaboration.

Ms. Hubert stated that she has volunteered to assist in the State Library review and revision of the Library System Administrative Rules & Standards.

Ms. McKay gave a brief demonstration of the new LCLS Web site. It will go live on June 20, 2008.

D. Illinois State Library Consultant, Ron Winner – absent

**VII. Announcements –**

Ms. Rake announced that Kip Kolkmeier, Phil Lenzini, and Bob Doyle will present a workshop on “Libraries, Legalities, Legislation” at the System on October 13, 2008.

**VIII. Adjournment**

The meeting adjourned at 7:16 p.m.

Approved by LCLS Board Action 7/15/2008

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Joyce Reid, Secretary