

**Lewis & Clark Library System
Board Meeting Minutes
September 16, 2008
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III. A.	Approve the September 16, 2008 Consent Agenda A. Approve minutes of the July 15, 2008, regular Board meeting B. Approve the July 2008, Bill List in the amount of \$230,689.15 C. Approve the August 2008, Bill List in the amount of \$213,229.50	Roll call – approved
VI.A.1.	Authorize the following persons to have access to Safe Deposit Box #651 at The Bank of Edwardsville Elaine Steingrubey, President Juliette Douglas, Business Pat Wandling, Vice President Manager Norman Schiller, Treasurer SarahFae Stuehlmeier, Athena Hubert, Accountant Executive Director Bonnie Kilmurray, Executive Assistant	Roll call – approved
VI.C.1	Accept and approve the LCLS Annual Report with the understanding that all financial information will be inserted after the Board accepts the Audit in October	Roll call – approved
VI.C.2.	Approve upgrading Central School District #105, O’Fallon, IL, from developmental to full membership	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 5:59 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Under 15,000 Representative
Ms. Linda McDonnell	Public Library Trustee Member-at-Large
Ms. Joyce Reid	School Library Representative

Ms. Diane Semanisin	Public Library Trustee Member-at-Large
Mr. Norman Schiller	Public Library Over 15,000 Representative
Ms. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Ms. JoAnn Nabe	Public Library Trustee Member-at-Large
Mr. Matthew Paris	Academic Library Representative

Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Bonnie Kilmurray	LCLS Executive Assistant
Ms. Charm Ruhnke	LCLS Consulting Manager
Ms. Leslie Bednar	GateNet Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Judy Rake	LCLS Youth Services & Advocacy Consultant
Mr. Ron Winner	Illinois State Library Consultant

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 Ms. McDonnell, seconded by Mr. Schiller, to:

Approve the September 16, 2008 Consent Agenda:

- 1. Approve minutes of the July 15, 2008 regular Board meeting**
- 2. Approve the July 2008 Bill List in the amount of \$230,689.15**
- 3. Approve the August 2008 Bill List in the amount of \$213,229.50**

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Diane Semanisin	Yes
Ms. Linda McDonnell	Yes	Mr. Norman Schiller	Yes
Ms. JoAnn Nabe	Absent	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Absent	Ms. Pat Wandling	Yes
Ms. Joyce Reid	Yes		

Motion carried.

IV. Communications

Ms. Hubert stated that a letter was received from Anne Craig, Illinois State Library Director, informing us that our funding for FY2009 will remain the same as FY2008.

Ms. Hubert stated that she included a letter to Regina McBride congratulating her for being chosen as the Dean of SIUE Lovejoy Library.

V. Reports

A. Officers

1. President – Elaine Steingrubey

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

Authorize the following persons to have access to Safe Deposit Box #651 at The Bank of Edwardsville

Elaine Steingrubey, President
Pat Wandling, Vice President
Norman Schiller, Treasurer
Athena Hubert, Executive Director
Juliette Douglas, Business Manager
SarahFae Stuehlmeier, Accountant
Bonnie Kilmurray, Executive Assistant

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Diane Semanisin	Yes
Ms. Linda McDonnell	Yes	Mr. Norman Schiller	Yes
Ms. JoAnn Nabe	Absent	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Absent	Ms. Pat Wandling	Yes
Ms. Joyce Reid	Yes		

Motion carried.

2. Vice-President – Pat Wandling

Ms. Wandling stated that she reviewed the closed minutes from 9/18/2007 and 5/20/2008 and recommended that they remain closed.

B. Committees – No report

C. Executive Director

1. Ms. Hubert reviewed the Annual Report and explained that the audit was not completed. Since January there have been three accountants and at one point no accountant so there was a lot of work that needed to be done for the audit to be completed. She also shared that she has received approval from the State Library for the audit to be submitted by the end of October, rather than the regularly scheduled due date of the end of September.

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

Accept and approve the LCLS Annual Report with the understanding that all financial information will be inserted after the Board accepts the Audit in October

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Diane Semanisin	Yes
Ms. Linda McDonnell	Yes	Mr. Norman Schiller	Yes
Ms. JoAnn Nabe	Absent	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Absent	Ms. Pat Wandling	Yes
Ms. Joyce Reid	Yes		

Motion carried.

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

Approve upgrading Central School District #104, O'Fallon, IL, from developmental to full membership

Ms. Rake stated that the library has made many improvements and now complies with the standards for full membership. The library staff and teachers are anxious to use the System services.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Diane Semanisin	Yes
Ms. Linda McDonnell	Yes	Mr. Norman Schiller	Yes
Ms. JoAnn Nabe	Absent	Ms. Elaine Steingrubey	Yes

Mr. Matthew Paris	Absent	Ms. Pat Wandling	Yes
Ms. Joyce Reid	Yes		

Motion carried.

3. Ms. Hubert spoke briefly about House Bill 4527.
4. Mr. Becker demonstrated the new Time Management System. This program will enable System staff to keep track of the time spent on specific grants and/or other projects.
5. Ms. Rake stated that on October 13, 2008, we will be hosting the 3L's: Libraries, Legalities, and Legislation. Bob Doyle, Phil Lenzini, and Kip Kolkmeier will discuss key library issues such as per capita grants, Open Meetings Act, intellectual freedom, and social networking.

Ms. Hubert stated that more Gates grants are coming to Illinois. This will be a two-year matching program. More information will be coming.

Ms. Hubert reviewed the State Library Strategic Standards. This topic will be included on the Board agenda for the next several months.

Ms. Semanisin asked how other libraries prevent losing DVDs. There was a brief discussion.

Ms. Hubert stated that she was happy to announce that the Surplus Sale brought in \$1,767.90. She thanked the Board for allowing the Staff Association to have half of the proceeds.

D. Illinois State Library Consultant, Ron Winner

Ms. Winner stated that Patricia Norris sent her regrets for her absence. Mr. Winner reviewed his report.

VII. Announcements – None

VIII. Adjournment

The meeting adjourned at 7:20 p.m.