

**Lewis & Clark Library System
Board Meeting Minutes
October 21, 2008
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III. A.	Approve the October 21, 2008 Consent Agenda A. Approve minutes of the September 16, 2008, regular Board meeting with correction: III.A. Consent Agenda motion made by Ms. McDonnell, seconded by Mr. Schiller B. Approve the September 2008, Bill List in the amount of \$199,830.69	Roll call – approved
VI.C.1.	Call a special meeting of the Board for the purpose of hearing and approving the FY2007-2008 audit on Wednesday, October 29, 2008 at 6:00 p.m. at LCLS Headquarters	Roll call – approved
VI.C.3.	Approve the revision of the Interlibrary Loan Policy	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. JoAnn Nabe	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

Members absent:

Mr. Matthew Paris	Academic Library Representative
Ms. Pat Wandling	Special 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
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Patricia Norris	ISL 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. Semanisin, seconded by Mr. Schiller, to:

Approve the October 21, 2008 Consent Agenda:

1. Approve minutes of the September 16, 2008 regular Board meeting with correction: III.A. Consent Agenda motion made by Ms. McDonnell, seconded by Mr. Schiller

2. Approve the September 2008 Bill List in the amount of \$199,830.69

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	Yes	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Absent	Ms. Pat Wandling	Absent
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 annual report had been received.

Ms. Hubert stated that she received a letter from Patricia Norris, Associate Director of Development, Illinois State Library, announcing the LSTA grant recipients.

Ms. Hubert stated that a Belleville News Democrat Letter to the Editor mentioned Lewis & Clark Library System. Trish Allen, a non-resident from Belleville, stated that because the LCLS web site is accessible to library patrons she can find a wealth of information and resources and feels she gets more than her money's worth from her non-resident fee.

Ms. Hubert stated that she received a letter from Kimberly Drake, Senior Chair of Reaching Forward South, thanking her for allowing Bonnie Kilmurray to serve as the Publicity Chair.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a. Ms. Steingrubey stated that she attended the ILA Conference in Chicago. The Mega Bus was fun and the conference was very good. Mr. Coleman and Ms. McDonnell also commented on the conference.
- b. Ms. Steingrubey stated that the Three L's: Libraries, Legalities, & Legislation was an excellent program. There was a discussion. Ms. Hubert stated that she plans on having a legislative breakfast each year and her ultimate goal is to have more members and legislators attend. Ms. Hubert thanked Judy Rake for making all the arrangements.

2. Vice-President – Pat Wandling - absent

B. Committees – None

C. Executive Director

1. Ms. Hubert stated that the audit was not finished. Ms. Douglas apologized for the audit not being finished and explained what had happened. Ms. Hubert stated that the audit should be complete by the end of the week. The deadline to be at the State Library is October 31, 2008.

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

Call a special meeting of the Board for the purpose of hearing and approving the FY 2007-2008 audit on Wednesday, October 29, 2008, at 6:00 p.m. at LCLS Headquarters

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

Motion carried.

2. Ms. Hubert stated that she is on the Systems Standards & Rules Committee and wanted to gather input from the Board. Three questions were discussed:

- What are the most important System services now?
- Which existing and new System services will be most important in 5-10 years?
- Is there anything else related to Standards that should be submitted to the committee?

3. Ms. Ruhnke reviewed the Interlibrary Loan Policy revisions.

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

Approve the revision of the Interlibrary Loan Policy

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

Motion carried.

4. Mr. Hubert stated that an Employee Assistance Program has been put in place. Ms. Douglas stated that H&H Health Services' counselors are available for a large variety of issues including stress management, financial resources, chemical dependency, domestic violence, elder/child care, etc. The completely confidential services are available at no cost to all full and part time employees and retirees and any family members living with them. The System cost is \$2,340 annually. This is a wonderful addition to the staff benefits.

Ms. Hubert stated that Ms. Bednar, Ms. Ruhnke, and she attended the Earned Income Workshop with the Grantsmanship Center. They talked about what they learned from the program.

Ms. Hubert stated that there was a staff development program on Project Management on October 3, 2008. It was a fabulous program.

Ms. Hubert stated that the director at DuPage Library System, Shirley May Byrnes, resigned. They are currently working under a management team.

Ms. Hubert stated that she is changing her focus for serving on committees. She declined to be nominated again as the Illinois Chapter representative to the ALA Council. She will use that time to work more regionally with legislators and on state committees.

D. Illinois State Library Consultant, Patricia Norris

Ms. Norris gave a brief introduction of herself and her experiences as a librarian. She stated that it is a privilege to be at LCLS. She greatly respects Ms. Hubert and the wonderful staff.

Ms. Norris reviewed upcoming programs and deadlines.

Ms. Norris will not be able to attend the November meeting. Mr. Winner will attend in her place.

VII. Announcements – None

VIII. Adjournment

The meeting adjourned at 7:40 p.m.

Approved by LCLS Board Action 11/18/2008

Joyce Reid, Secretary