

**Lewis & Clark Library System  
Board Meeting Minutes  
November 18, 2008  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III. A.	Approve the November 18, 2008, Consent Agenda: 1. Approve minutes of the October 21, 2008, regular Board meeting 2. Approve the October 2008, Bill List in the amount of \$173,693.10 3. Approve the minutes of the October 29, 2008, special Board meeting	Roll call – approved
VI.C.1.	Suspend Washington Park Public Library membership in Lewis & Clark Library System	Roll call – approved
VI.C.3.	Endorse Ms. Hubert sending a letter to Illinois Municipal Retirement Fund on behalf of the Lewis & Clark Library System Board of Directors to request an extension of the amortization time frame	Roll call – approved
VI.C.4.	Accept the updated Lewis & Clark Library System Employee Handbook	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
Mr. Matthew Paris	Academic Library Representative
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:

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	LCLS GateNet Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. SarahFae Stuehlmeier	LCLS Accountant
Mr. Ron Winner	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 Mr. Coleman, seconded by Mr. Schiller, to:

**Approve the November 18, 2008, Consent Agenda:**

- 1. Approve minutes of the October 21, 2008, regular Board meeting**
- 2. Approve the October 2008, Bill List in the amount of \$173,693.10**
- 3. Approve the minutes of the October 29, 2008, special Board meeting**

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	Yes	Ms. Pat Wandling	Absent
Ms. Joyce Reid	Yes		

Motion carried.

#### **IV. Communications**

Ms. Hubert stated that a letter was received announcing the offering of Illinois State Library construction grants.

Ms. Hubert stated that she had sent a letter to Pat Norris at the State Library supporting the Glen Carbon Centennial Library's Per Capita grant application. A survey item was missing from the original application and was sent the following day.

Ms. Hubert stated that a letter was received from John Unsworth thanking Ms. Ruhnke for nominating the LCLS *Our Library Our Choice* video for the Robert B. Downs Intellectual Freedom Award from the University of Illinois; unfortunately, it did not win.

Ms. Hubert stated that Judy Rake sent a letter to the superintendent of the Wolf Branch School District informing him that without any communication regarding the status of the school library we will need to start proceedings to suspend their membership. Since that time the superintendent has responded with information that indicates the school library is abiding by system standards; Judy Rake recommends no change in their membership status at this time.

Ms. Hubert stated that Ms. Ruhnke received a letter from Lisa Madigan informing us that the Office of the Attorney General would be participating in the distribution of the ILA Internet safety posters.

#### **V. Reports**

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

###### **1. President – Elaine Steingrubey**

- a. Ms. Steingrubey stated that she attended the System Presidents and Directors meeting. The main topic discussed was ongoing statewide projects which Ms. Steingrubey briefly reviewed. The State budget, including the State Library's portion, was also discussed at the SP&D meeting.
- b. Ms. Steingrubey asked for volunteers to review the Bylaws. Mr. Paris and Ms. Nabe volunteered. Ms. Hubert stated that she will set up the meeting.

###### **2. Vice-President – Pat Wandling - absent**

##### **B. Committees – None**

##### **C. Executive Director**

1. Ms. Ruhnke brought forward a recommendation to suspend Washington Park Public Library's LCLS membership. There was a lengthy discussion. It is understood that LCLS has worked closely with the Washington Park Public Library since their inception and that we have exceeded expectations to help them. Unfortunately, the library continues to not meet LCLS membership standards. We cannot verify that there is any staff, any hours of operation, or that regular board meetings are held. We have had no response to our ongoing attempts to communicate with anyone associated with the Library's board. Therefore we have no other recourse than to suspend their membership.

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

**Suspend Washington Park Public Library membership in Lewis & Clark Library System**

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	Yes	Ms. Pat Wandling	Absent
Ms. Joyce Reid	Yes		

Motion carried.

2. Ms. Stuehlmeier presented the fiscal orientation. She explained the documents that are included in the Financial Statements each month.
3. Ms. Hubert stated that she would like the Board's support on a letter she has written to the Illinois Municipal Retirement Fund Board. This letter requests IMRF to extend the amortization time frame for library systems. The same amount of money is still owed but will be paid over a longer period of time.

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

**Endorse Ms. Hubert sending a letter to Illinois Municipal Retirement Fund Board on Behalf of the Lewis & Clark Library System Board of Directors to request an extension of the amortization time frame**

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	Yes	Ms. Pat Wandling	Absent
Ms. Joyce Reid	Yes		

Motion carried.

- Ms. Hubert reviewed the updated Employee Handbook. She stated that most changes were clarifications or changes in the law.

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

**Accept the updated Lewis & Clark Library System Employee Handbook**

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	Yes	Ms. Pat Wandling	Absent
Ms. Joyce Reid	Yes		

Motion carried.

- Ms. Hubert reviewed Jan Ison's (Lincoln Trail Libraries System Executive Director) Power Point presentation made at the State Library's System Presidents and Directors meeting regarding systems statistics over the past 7 years.

Ms. Hubert stated that she responded to the State Library with the results of her standards surveys that she gathered from the Board, staff, membership, and the Librarians Advisory Council.

Ms. Hubert stated that members have been inquiring about if Saturday, holiday, and branch delivery will be reinstated with the recent decrease in the price of fuel. There was general agreement that since LCLS continues to operate under a deficit budget we are in no position to reinstate the additional routes.

Ms. Hubert handed out copies of "Four Score and Seven" a publication of the Abraham Lincoln Presidential Library Foundation.

D. Illinois State Library Consultant, Ron Winner

Mr. Winner reviewed his report.

**VII. Announcements**

Ms. Steingrubey announced that the statewide winner of the IREAD poster contest is a patron at her library, Morrison Talbot Library in Waterloo.

Ms. Reid announced that the ISLMA Chair for the 2009 conference is Annette Mills from Triad High School.

**VIII. Adjournment**

The meeting adjourned at 7:32 p.m.

Approved by LCLS Board Action 1/20/2009

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Joyce Reid, Secretary