

**Lewis & Clark Library System
Board Meeting Minutes
January 20, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
I. A.	Rearrange the agenda to move VI. B. to VI. A.	Roll call – approved
III.	Approval of the January 20, 2009 Consent Agenda: A. Approve minutes of the November 18, 2008, regular Board meeting B. Approve the November 2008, Bill List in the amount of \$193,618.78 C. Approve the December 2008, Bill List in the amount of \$148,841.28	Roll call – approved
VI. A. 1.	Approve the revised Bylaws	Roll call – approved
VI. B. 1. b.	Declare membership eligibility equitable	Roll call – approved
VI. B. 1. c.	Sanction “Conduit” as the name of the LCLS blog	Roll call – approved
VI. C. 4. a.	Authorize LCLS staff to invest funds in best interest bearing accounts locally available under the Executive Director’s supervision	Roll call – approved
VI. C. 4. b.	Endorse LCLS providing pre-employment background checks to member libraries and other Library Systems and their members for a fee	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:01 p.m.

Ms. Steingrubey stated that she would like to move the Bylaws approval before the Election/Nominating Committee discussion.

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

Rearrange the agenda to move VI. B. to VI. A.

A roll call vote was taken.

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

Motion carried.

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. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Mr. Norman Schiller	Public Library Over 15,000 Representative
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Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Bonnie Kilmurray	LCLS Executive Assistant
Ms. Patricia Norris	ISL Consultant
Ms. Charm Ruhnke	LCLS Consulting Manager
Ms. Leslie Bednar	LCLS GateNet Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Sarah Heuertz	LCLS Information Resource Consultant
Ms. Judy Rake	LCLS Youth Services & Advocacy Consultant
Ms. Amanda McKay	LCLS Marketing 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. Nabe, seconded by Ms. Reid, to:

Approve the January 20, 2009, Consent Agenda:

- 1. Approve minutes of the November 18, 2008, regular Board meeting**
- 2. Approve the financial statements and reports and the November 2008 Bill List in the amount of \$193,618.78**
- 3. Approve the financial statements and reports and the December 2008 Bill List in the amount of \$148,841.28**

A roll call vote was taken.

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

Motion carried.

IV. Communications

Ms. Hubert stated that a letter was received from Diane Semanisin to inform the Board that she needed to resign effective immediately. She has accepted a position with the Board of Elections and can no longer serve on any board.

Ms. Hubert stated that an email was received from Sandy Whitmer from Warrenville Public Library District to Ms. Ruhnke. She sent a photo of the library for the Illinois Map project and stated that the project was "TERRIFIC."

Ms. Hubert stated that she received a response from Illinois Municipal Retirement Fund (IMRF) denying Ms. Hubert's request for an extension of the amortization time frame.

Ms. Hubert stated that she received an email from a GateNet patron complaining about a book she has on hold. Ms. Hubert responded to her and explained that the System does not administer nor govern the independent individual member libraries.

V. Reports

A. Committees

1. Ms. Nabe stated that she met with Mr. Paris and Ms. Hubert and revised the Bylaws. Most changes were housekeeping issues.

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

Approve the revised Bylaws

A roll call vote was taken.

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

Motion carried.

B. Officers

1. President – Elaine Steingrubey

- a. Ms. Steingrubey stated that three seats will be open for the new fiscal year beginning July 1, 2009. They are:

Public Library Trustee Over 15,000 Population
Public Library Trustee Under 15,000 Population
Public Library Trustee Member at Large (Ms. Semanisin's seat)

Mr. Paris volunteered to serve on the Election/Nominating Committee. Ms. Steingrubey stated that she would also serve.

- b. A motion was made by Mr. Coleman, seconded by Ms. Wandling, to:

Declare membership eligibility equitable

There was a brief discussion.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Yes	Mr. Norman Schiller	Absent
Ms. JoAnn Nabe	Yes	Ms. Elaine Steingrubey	Yes

Mr. Matthew Paris Yes Ms. Pat Wandling Yes

Motion carried.

- c. The Board members were given ballots to vote on the name for the new LCLS blog.

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

Sanction “Conduit” as the name of the LCLS blog

A roll call vote was taken.

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

Motion carried.

- d. Ms. Steingrubey stated that in order to include the results of Ms. Hubert’s evaluation in the new fiscal year budget the evaluation is being done early. Ms. Steingrubey requested all members send their completed evaluation forms to her as soon as possible before the February 17, 2009, Board meeting.

2. Vice-President – Pat Wandling – no report

C. Executive Director

1. Mr. Becker showed the New Member Orientation Webcast. Ms. Hubert thanked all those who participated in the production especially our intern, Mercy Dena.
2. Ms. Hubert stated that she received a reply to her request to Illinois Municipal Retirement Fund (IMRF) to extend the amortization time frame. Her request was denied but it stated that our rate now is 16% and should never go higher than 21% of the total payroll.

There was a discussion. It was decided that Ms. Hubert would request to attend an IMRF board meeting to discuss the situation in person.

3. Ms. Hubert announced the following news from the membership:

- Litchfield Public Library is now a district.
 - Doug Lousy, Roxana Public Library District, has resigned to take the position of director at Calumet City Public Library.
 - Annette Bland is the temporary director of Columbia Public Library; Linda Maus is retiring.
 - We have not heard from anyone at Washington Park Public Library since their System membership was suspended in November 2008.
 - Wolf Branch Elementary School District has contacted Ms. Rake to let her know that they now have someone to oversee the library.
 - A recommendation will be brought to the Board regarding the membership status of Alton Mental Health.
4. Ms. Douglas reviewed a number of investments/earned income/alternative funding opportunities.

a. **Authorize LCLS staff to invest funds in best interest bearing accounts locally available under the Executive Director's supervision**

Ms. Douglas reviewed the investment rates for the local financial institutions. It was agreed to move funds to local financial institutions with the best interest rates.

A roll call vote was taken.

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

Motion carried.

- b. A motion was made by Ms. McDonnell, seconded by Ms. Wandling, to:

Endorse LCLS providing pre-employment background checks to member libraries and other Library Systems and their members for a fee

There was a discussion on who might use the service and how much the fees would be.

A roll call vote was taken.

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

Motion carried.

- c. Ms. Hubert stated that we have applied for a National City Accessibility Grant for \$4,000. This would be used for an automatic handicap accessible front door.
 - d. Ms. Hubert stated that she contacted Cassens Corporation about the possible donation of a van. She is waiting for a formal reply. There was a discussion.
 - e. There was a discussion on the Washington University Center for Experiential Learning Taylor Community Consulting Program application. A team of students might be working on a review and recommendation for the GateNet fee formula. We will learn in February if we have been selected to participate in the program.
5. Ms. Heuertz showed the PowerPoint presentation on Office Etiquette. This slide show was created by the Office Etiquette Committee: Sarah Heuertz, Sherry Highley, and Julia Pernicka for the purpose to informing the staff of the proper way to act in the workplace. Ms. Hubert thanked the committee for their work.
6. Miscellaneous
- a. Ms. Hubert stated that OCLC costs will now be billed to all member libraries directly. The OCLC charges will no longer be included in the GateNet fees for those member libraries that participate in the LLSAP.
 - b. Ms. Hubert stated that the staff has migrated to Gmail. The benefit of Gmail is that all email is available wherever you log on; not all files were available from any computer with Outlook (each staff member had to use their laptop to be able to access their "back files"). It also allows the staff to share calendars and includes a chat function. Eventually we will be using Google docs for collaboration. We will continue to maintain I-mail for the members.
 - c. Ms. Hubert reported on the Standards & Rules Committee. She expects that there *might* be six standards:
 1. Professional Development & Consulting
 2. Resource Sharing (is being developed)
 3. Leadership/Administration (sub-committee being formed)
 4. Technology

- 5. Cooperation & Collaboration
- 6. Research & Development

- d. Ms. Hubert stated that if no one attends the National Library Day in Washington, DC there will be enough money for nine staff and all Board members to attend the Illinois Library Day in Springfield on April 23, 2009, including the evening before dinner, hotel rooms, breakfast, and visits. Ms. McKay, Mr. Becker, and Ms. Hubert and one Board member will attend the annual ALA Conference in Chicago July 10-17, 2009. If the Megabus is taken and rooms are shared an additional Board member might be able to attend.

D. Illinois State Library Consultant, Patricia Norris

Ms. Norris reviewed her report.

VII. Announcements - None

VIII. Adjournment

The meeting adjourned at 7:58 p.m.

Approved by LCLS Board Action 2/17/2009

Joyce Reid, Secretary