

**Lewis & Clark Library System  
Board Meeting Minutes  
February 17, 2009  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III.	Approve the February 17, 2009, Consent Agenda: 1. Approve minutes of the January 20, 2009, regular Board meeting 2. Approve the January 2009 Bill List in the amount of \$180,538.01	Roll call – approved
VI.A.1.	Go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity as per (5ILCS 120/2) Sec 2 Paragraph (2)	Approved by voice vote
	Come out of closed session and return to the open meeting	Approved by voice vote
	Approve the minutes of the February 17, 2009, closed minutes	Roll call – approved
	Authorize a 3% salary increase for FY2009-2010 for Tina Hubert, Executive Director	Roll call – approved
VI.A.2.a)	Keep the closed meeting minutes closed until the full 18 months has been reached	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.

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

Mr. Norman Schiller	Public Library Over 15,000 Representative
Ms. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

None

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. Juliette Douglas	LCLS Business Manager/Workforce Development 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 February 17, 2009, Consent Agenda:**

- 1. Approve minutes of the January 20, 2009, regular Board meeting**
- 2. Approve the January 2009 Bill List in the amount of \$180,538.01**

A roll call vote was taken.

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

Motion carried.

#### IV. Communications

Ms. Hubert stated that she received a letter from Gail Bush thanking us for the work we did on the 21<sup>st</sup> Century Learner project.

Ms. Hubert stated that she received a copy of a letter from Anne Craig to the Washington Park Public Library informing them that since they are no longer a member of the System they will no longer receive any Area and Per Capita grants.

Ms. Hubert stated that she received a notice that Anne Hughes, Director of Glen Carbon Centennial Library, will be on an IMLS panel at the American Library Association Conference in Chicago this summer for the Bringing in the Arts grants they received.

#### V. Reports

##### A. Officers

##### 1. President – Elaine Steingrubey

- a. Ms. Steingrubey stated that she shared the evaluation results from the Board members with Ms. Hubert. The Board is pleased with Ms. Hubert's work and everything is going well.

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

**Go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity as per (5ILCS 120/2) Sec 2 Paragraph (2)**

Motion carried by voice vote.

Time as noted was 6:06 a.m.

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

**Come out of closed session and return to the open meeting**

Motion carried by voice vote.

Time as noted was 6:39 p.m.

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

**Approve the minutes of the February 17, 2009, closed minutes**

A roll call vote was taken.

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

Motion carried.

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

**Authorize a 3% salary increase for FY2009-2010 for Tina Hubert, Executive Director**

A roll call vote was taken.

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

Motion carried.

2. Vice-President – Pat Wandling

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

**Keep the closed meeting minutes closed until the full 18 months has been reached**

A roll call vote was taken.

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

Mr. Matthew Paris                      Yes                      Ms. Pat Wandling                      Yes

Motion carried.

B. Committees

1. Ms. Steingrubey stated that she and Mr. Paris have drafted a letter to put on the web page requesting nominations for Board members.

C. Executive Director – Tina Hubert

1. Board Relations

- a) Ms. Hubert stated that Bob McKay, Director at Prairie Area Library System, has proposed legislation for the Open Meetings Act which would allow a quorum to be made by electronic means. They do expect it will pass into law.
- b) LCLS Grants projects updates
  - i. Ms. Ruhnke reported on the *Researching Communities to Prepare for the Future* grant. We received \$135,000 in funding. Mary Wilkins Jordan has been contracted to do the work.
  - ii. Ms. Hubert stated that we are working on transition plans to assist in staffing WebJunction Illinois. We will continue to contract with Lisa Barnhart and Dawne Tortorella. The State Library is committed to growing and this project.
  - iii. LLSAP grants – Ms. Bednar stated that there are three basic parts to get a new GateNet member ready: set-up, inventory, and circulation.
    - a. O’Fallon #90 School District – Hinchliffe School will begin circulating in the fall
    - b. Bunker Hill High School District will begin circulating in the fall
    - c. Roodhouse Public Library will begin circulating sometime this summer
  - iv. Ms. Hubert stated that Illinoismap.info is a very popular project. Work will begin on a formal web page soon.

2. Personnel Development

- a) Ms. Douglas stated that it is our goal to bring the budget to the Board in March for the first reading and for the second reading and approval in April. She also stated that she and SarahFae Stuehlmeier, Accountant, did a brief training update on the Chart of Accounts and current funds for the staff.
- b) Ms. Hubert stated that Mr. Becker has provided Google and Gmail training for the staff. Pat Wagner will be here in March for Project Management Training. This will be a cost-recovery program.  
Ms. Hubert stated that Ms. McKay has been named the CE Coordinator. Scheduling will be done through her so there will be a nice range of offerings for the members.

3. Community and Organizational Involvement
  - a) Ms. Hubert stated that the Illinois State Library Standards & Rules Committee now has eight comments.
  - b) Ms. Hubert stated that the Illinois State Library Advisory Council (ISLAC) will meet on March 12, 2009. She serves on the committee.
  - c) Ms. Hubert stated that she and Ms. McKay will attend the Illinois Library System Directors Organization (ILSDO) future planning meeting on Wednesday, February 18, 2009, at the Rolling Prairie Library System. The next regular meeting will be March 11, 2009, at Alliance Library System.
  - d) Ms. Hubert stated that she will attend the Illinois Library Association Executive Board meeting on February 20, 2009, at the System via videoconference.
  - e) Ms. Hubert thanked the Board for their continued support of her attending the American Library Association meetings as Illinois Chapter Councilor. The meeting in Denver was her last Midwinter obligation as Chapter Councilor, she will have one last obligation at the Annual conference in Chicago this summer.
4. Membership Relations
  - a) Ms. Ruhnke stated that consultants are making member site visits. Each year a third of the members will be visited. The consultants doing the visits are: Leslie Bednar, Juliette Douglas, Sarah Heuert, Judy Rake, Charm Ruhnke, Amanda McKay, and Kevin Becker. A checklist has been created so the same topics are discussed with all members.
  - b) Ms. McKay stated that a bus trip is being planned to visit the Public Library of Charlotte & Mecklenburg County. Members from LCLS as well as Shawnee, Lincoln Trail, and Rolling Prairie Library Systems have been invited. Along the way it is planned to visit innovative libraries or other places of interest. The trip is planned for August 8-15, 2009. The cost will be \$1,500 based on double occupancy which includes hotel, breakfast, lunch, snacks, and any admission fees. The decision will be made by May 15 if there is enough interest for the trip to be taken and costs recovered.
5. Administration/Fiscal Topics
  - a) Ms. Douglas stated that Ms. Hubert, Mercy Dena, and she met with the National City Bank to apply for a grant for a handicapped accessible front door. We have not heard yet if we have been awarded the grant.
  - b) Ms. Hubert stated that she met with the Washington University Center for Experiential Learning Taylor Community Consulting Program. There was one person interested in our project. We will find out by February 24 if we have a team to do the fee structure for GateNet.
  - c) Ms. Hubert stated that she sent a letter to the Illinois Municipal Retirement Fund Board to ask if she could attend one of their meetings and personally explain our reasoning why a longer amortization is needed. Louis Kosiba, the executive director of IMRF replied that he is fairly confident the IMRF Board will adopt a longer

amortization period so she wouldn't have to make the long trip if she didn't want to. There was a brief discussion. The decision to attend would be made closer to the meeting date.

- d) Ms. Bednar stated that the GateNet budget was developed in November and December and the GateNet Users approved the \$577,141 budget in January 2009.
6. Planning
- a) Ms. Hubert stated that there is a \$9 billion deficit in the State budget. No-one knows what will happen but she will share information as it is learned.
  - b) Ms. Hubert stated that we are working on updating the Strategic Long Range Plan.
  - c) Ms. Hubert stated that the building was updated in 1994 and things are starting to need replacing. National City Bank works with twelve companies that do energy saving work and National City gives loans to do this work. They guarantee the loan will cost no more than the energy costs it saves.
7. Miscellaneous
- a) Three libraries are testing WorldCat Local Project (Edwardsville, Jerseyville, and Roxana). Library patron testing is favorable, but libraries are unlikely to purchase. This project used a considerable amount of LCLS staff time. As long as everything is working it can continue, but LCLS cannot continue the intensive staff support.
  - b) Mr. Becker demonstrated the new blog, "Conduit."

D. Illinois State Library Consultant, Patricia Norris - absent

A copy of Ms. Norris' report was at each member's seat.

**VII. Announcements - None**

**VIII. Adjournment**

The meeting adjourned at 7:51 p.m.

Approved by LCLS Board Action 3/17/2009

---

Joyce Reid, Secretary