

**Lewis & Clark Library System
Board Meeting Minutes
May 19, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III. A.	Approve the May 19, 2009, Consent Agenda: 1. Approve minutes of the April 21, 2009, regular Board meeting 2. Approve the April 2009 Bill List in the amount of \$387,750.65	Roll call – approved
VI.C.6.a.	Approve the Annual Plan of Service for FY2009-2010	Roll call – approved
VI.C.6.b.	Approve the Lewis & Clark Library System Per Capita Grant application	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:00 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. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Mr. Matthew Paris	Academic Library Representative
Mr. Norman Schiller	Public Library Over 15,000 Representative

Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Bonnie Kilmurray	LCLS Executive Assistant
Ms. Patricia Norris	ISL Consultant
Ms. Leslie Bednar	LCLS GateNet Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Susan Mendelsohn	Glen Carbon Centennial Library Trustee

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. Wandling, seconded by Ms. Nabe, to:

Approve the May 19, 2009, Consent Agenda:

- 1. Approve minutes of the April 21, 2009, regular Board meeting**
- 2. Approve the April 2009 Bill List in the amount of \$387,750.65**

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	Absent	Ms. Pat Wandling	Yes

Motion carried.

IV. Communications - None

V. Reports

A. Officers

1. President – Elaine Steingrubey
 - a) Ms. Steingrubey reported on Illinois Library Day. It was a good day for talking with

the legislators. Ms. McDonnell stated that LCLS staff did a great job planning the day.

- b) Ms. Steingrubey stated that Ms. Norris is organizing a day-long training for board members. Ms. Norris stated that this is for System boards and they will discuss the legalities and responsibilities of serving on a board. The program will also be a time for the System board members to get to know each other. Ms. Norris is asking two board presidents and two directors to help with the planning.

2. Vice-President – Pat Wandling – no report

B. Committees

1. Ms. Steingrubey reported the election results. Mr. Coleman was elected to serve his second term as a Member at Large, Beth Hauser from Bethalto Public Library District will serve her first term as the Public Library Trustee Over 15,000 Population, and Susan Mendelsohn from Glen Carbon Centennial Library will serve her first term as the Public Library Trustee Under 15,000 Population.
2. Ms. Steingrubey stated that she met with Mr. Paris and they prepared the slate of officers. The slate is as follows:

President - Elaine Steingrubey (2nd term)
Vice President - Pat Wandling (2nd term)
Secretary - Linda McDonnell (1st term)
Treasurer - JoAnn Nabe (1st term)

The officers will be voted on at the June 16, 2009, Board meeting.

C. Executive Director – Tina Hubert

1. Board Relations
 - a) Ms. Hubert encouraged all members to attend the orientation for new Board members on June 16, 2009, from 3:30-4:30 p.m. She also discussed the possibility of having a short orientation topic at each Board meeting in the future.
 - b) Ms. Hubert reviewed the draft resource sharing standard, published by the State Library's Standards & Rules Revision committee. She encouraged Board members to read the standard then go to WebJunction IL and make comments. The goal of the resource sharing standard is to make sure Systems have everything in place for patrons to receive the material they want.
 - c) Ms. Hubert stated that 75 ILCS Act 10, Illinois Library System Act, is the law under which Library Systems were created and continue to operate; it outlines the legal requirements, authority, and responsibilities of Library System Boards. With the increased emphasis on legal accountability in state government it is important that the LCLS Board of Directors remain current and aware of their legal requirements.

At the June Board meeting a chart of the Act along with corresponding Administrative Rules will be available for individual Board members to choose to lead discussion in the future. Discussion of specific sections will begin with the July Board meeting.

2. Personnel Development

- a) Ms. Hubert stated that this year's Annual Meeting (June 16, 4:45-5:45 p.m.) will highlight staff longevity and will honor those who have reached 5, 10, 15, and 20+ years of service to LCLS.
- b) Ms. Hubert stated that because of the shift in member requests from a need for reference consulting to a need for Web services, the managers looked at staff strengths to shift responsibilities.
 - i. Sarah Heuret is now ½ GateNet Cataloger and ½ CMC Cataloger.
 - ii. Nick Bennyhoff is now ½ CMC Cataloger and ½ Web Support Specialist.

3. Community and Organizational Involvement

- a) Ms. Hubert stated that she will be in Chicago May 26 & 27, participating in the interview process for the State Library's Training Grant for The Master of Library and Information Science Degree. Each year up to 15 scholarships are awarded at \$7,500 each. Ms. Hubert stated that she was fortunate to have received this scholarship herself. She also stated that Ms. Bednar and several member librarians have also received the scholarship. Ms. Hubert stated that she is honored to give back to the State Library and help with the interview process.
- b) Ms. Hubert stated that Anne Craig, Illinois State Library Director, asked the Illinois Library System Directors Organization (ILSDO) members if they were interested in statewide membership standards. ILSDO agreed that they are. Ms. Ruhnke will serve on the committee.
 - i. Ms. Ruhnke showed the Delivery Best Practices video. The video, now available on YouTube, was produced in cooperation with the other Library Systems. Those participating in the video were: Mercy Dena, former LCLS intern; Brook Weber, LCLS Page; Ms. Ruhnke; Mr. Becker, Amanda McKay, LCLS Marketing Consultant; and narrated by Bev Obert, Executive Director of Rolling Prairie Library System. Ms. Hubert stated that this video will be used statewide and thanked the State Library for the funding.

4. Membership Relations

- a) Mr. Becker stated that he has been working on the new Web site. It will be live the weekend of May 22. Mr. Becker stated that this will be a more flexible site. He previewed the draft Web site.
- b) Ms. Ruhnke has been working on the *Potential Project Participation Survey*. She will share the results at the June meeting.
- c) Ms. Hubert handed out the list of Librarians Advisory Council (LAC) members. LAC is the member representative group and all policies go through them before being brought to the Board for approval. Because of changes in special interest

groups and the need for broad member representation, the group is revising their bylaws. The LCLS membership will vote to approve the new bylaws. With the statewide Standards for Multitype Library Systems being developed, it will be important for the LAC to meet more frequently to facilitate the decision making process.

5. Administration/Fiscal Topics

- a) Ms. Hubert stated that we have been awarded the WebJunction Illinois grant for \$298,915. A part of the grant funds will be used to hire a full-time person to begin July 1, 2009. This person will only be employed as long as we have grant funding.
- b) Ms. Hubert stated that we have submitted a grant application for CE2Me for \$27,481. This grant will fund a portable classroom to take training to the membership.
- c) Ms. Hubert stated that there was a discussion about OCLC membership at the last Illinois Library System Directors Organization (ILSDO) meeting. Some GateNet members were holding their subsidy checks and considering canceling their OCLC membership. Anne Craig, Director of Illinois State Library, stated (then provided documentation) that any LLSAP member must also be a member of OCLC.

6. Planning

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

Approve the Annual Plan of Service for FY2009-2010

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	Absent	Ms. Pat Wandling	Yes

Motion carried.

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

Approve the Lewis & Clark Library System Per Capita Grant Application

Ms. Hubert stated that all parts of the Per Capita Grant application have been individually approved except for the Proposed Fees for Service. She reviewed the document.

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	Absent	Ms. Pat Wandling	Yes

Motion carried.

7. Miscellaneous

- a) Ms. Hubert stated that the Consultants Report will look slightly different beginning in July. Instead of each consultant writing a separate report each consultant will funnel their report into one document.

- b) Ms. Douglas stated that we have changed our liability and vehicle insurance. Using the same broker as we did for the health insurance we were able to obtain more coverage and lower our costs by about \$6,000.
- c) Ms. Hubert stated that there has been some conflict between GateNet members. The procedure that LCLS has been using for many years when one member wishes to complain about another member was modified. After review, the Board indicated general support for the procedure.

D. Illinois State Library Consultant, Patricia Norris

Ms. Norris stated that the State Library is proud of two new products: Bibliostat which is the vehicle that collects the public library annual report data and the addition of the administrative ready reference on the webpage.

Ms. Norris stated that they have been asking all library directors to update their information on Library Learning (L2).

Ms. Norris announced that those LCLS members that will attend the Institute for School and Public Librarians, June 7-12, 2009, at Bradley University are: Alison Donnelly, Mississippi Valley Library District; Julie Kirkland, High Mount School; and Debby Nicholas, Staunton Unit Schools.

Ms. Norris announced that those LCLS members that will attend the Small Public Library Management Institute (SPLMI), May 31-June 5, 2009, hosted by the University of Illinois at Springfield are: Vera Beckwith, East St. Louis Public Library; Janet Howard, Carlinville Public Library; and Peggy Pick, Maryville Community Library.

VII. Announcements - None

VIII. Adjournment

The meeting adjourned at 8:05 p.m.