

**Lewis & Clark Library System
Board Meeting Minutes
April 21, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III. A.	Approve the April 21, 2009, Consent Agenda: 1. Approve minutes of the March 17, 2009, regular Board meeting 2. Approve the March 2009 Bill List in the amount of \$199,737.66	Roll call – approved
VI.C.5.a.	Approve the LCLS Budget for FY 2009-2010	Roll call – approved
VI.C.5.d.	Declare the fully depreciated photocopier and fax machine as surplus and authorize their sale “as is”	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:

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:

Mr. Ronald Coleman	Public Library Under 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. Leslie Bednar	LCLS GateNet Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Judy Rake	LCLS Youth Services & Advocacy Consultant
Ms. Amanda McKay	LCLS Marketing Consultant/CE Coordinator

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 Mr. Schiller, to:

Approve the April 21, 2009, Consent Agenda:

- 1. Approve minutes of the March 17, 2009, regular Board meeting**
- 2. Approve the March 2009 Bill List in the amount of \$199,737.66**

A roll call vote was taken.

Mr. Ronald Coleman	Absent	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 an email from Anna Yackle, North Suburban Library System, thanking her and Ms. Ruhnke for their presentation to their public library members.

Ms. Hubert stated that she received a letter from Jay Hoffman stating he supported the open meetings act legislation which passed.

Ms. Hubert stated that Ameren donated twenty-five watt readers. These devices have been distributed to our members who requested them, on a first-come first-served basis. She included a memo to the libraries that received the watt readers and also a memo to the libraries that did not request them so they will know they are available for check-out. Ameren also sent posters and brochures and a press release stating that Governor Quinn will be at the O'Fallon Public Library on Friday afternoon, April 24, 2009, for a kick-off of the program. Ms. Hubert will have a brief part in the program.

V. Reports

A. Officers

1. President – Elaine Steingrubey

Ms. Steingrubey stated that Anne Craig, Illinois State Library Director, is requesting recommendations on uniform membership criteria. If anyone has suggestions they are asked to send them to Ms. Hubert for discussion at the ILSDO meeting May 5-6, 2009.

Ms. Steingrubey distributed agenda copies for the System Presidents & Directors meeting to be held April 29, 2009, and invited anyone who wanted to attend. Ms. Steingrubey and Ms. Hubert will attend.

2. Vice-President – Pat Wandling

Ms. Wandling stated that she and Ms. Reid received birthday cards from National City Bank.

B. Committees

1. Ms. Steingrubey stated that there have been 50 responses to the Board election ballot so far.

C. Executive Director – Tina Hubert

1. Board Relations

- a) Ms. Hubert reviewed the document created by Julia Pernicka to show the legislative districts covered by LCLS.
- b) Ms. Rake reported on the activities planned for Illinois Library Day to be held April 22-23, 2009, in Springfield. She also showed the packet that will be given to the legislators. She reminded everyone when talking to the legislators to thank them for their support of libraries.
- c) Ms. Hubert stated that the Annual Meeting and orientation for new Board members will be held prior to the regular Board meeting on June 16, 2009. She will encourage

all new members to attend the orientation during the afternoon. Ms. McKay will be coordinating the Annual Meeting.

2. Personnel Development
 - a) Ms. Hubert stated that she held new staff orientation for Vince Andrzejewski, CMC Cataloging Assistant, and Randy Thompson, Driver.
 - b) Ms. Hubert stated that as a result of the Project Management training we have instituted an 8:45 a.m. meeting called “Hi 5” where all staff meet to briefly report their activities for the day. This has proven to be helpful for the entire staff.
3. Community and Organizational Involvement
 - a) ISL Committees
 - i. Standards & Rules Committee meets on Friday, April 24, 2009.
 - ii. ISLAC (Advisory Council) – no report
 - iii. Scholarship Review will meet May 26-28, 2009, in Chicago and June 9, 2009, in Springfield
 - b) ILSDO (Illinois Library System Directors Organization) will meet on May 5-6, 2009, at North Suburban Library System.
 - c) ILA (Illinois Library Association) Executive Board meets on Thursday afternoon, April 23 and Friday morning, April 24, 2009, in Springfield.
4. Membership Relations
 - a) Ms. Hubert stated that individual value statements were emailed to all members to show the value of some of the services provided to them using the Area and Per Capita funds the System receives each year. She also stated that there is a value statement on the LCLS web page that compiles the information of all System members.
 - b) Ms. Hubert stated that National Library Workers Day was April 14. A video was shown that was produced by Lincoln Trail Libraries System on behalf of all systems to thank staff in all member libraries for the work they do every day. This was sent via email to all LCLS member staffs for whom we have email addresses.
5. Administration/Fiscal Topics
 - a) A motion was made by Mr. Paris, seconded by Mr. Schiller, to:
Approve the LCLS Budget for FY 2009-2010
A roll call vote was taken.

Mr. Ronald Coleman	Absent	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) Ms. Hubert stated that a letter was sent to approximately 70 non-library organizations announcing that our meeting rooms are for rent. The brochure listing all details and costs was included in the mailing.
 - c) Ms. Hubert stated that she will be attending the ALA preconference “After the Grant

Runs Out” about funding grant projects after the initial grant funding is completed. We hope this will be useful in sustaining illinoismap.info into the future.

- d) Ms. Hubert stated that we have purchased a new copier that also prints, scans, and faxes. We no longer need our old, fully depreciated photocopier and fax machine and ask that they be declared surplus.

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

Declare the fully depreciated photocopier and fax machine as surplus and authorize their sale “as is”

A roll call vote was taken.

Mr. Ronald Coleman	Absent	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.

6. Planning

- a) Ms. Hubert reviewed the annual Plan of Service. She stated that the consultants and the Librarians Advisory Council (LAC) have completed their work on the Plan. The Plan of Service will be brought back to the May meeting for the second reading and approval.
- b) Ms. Hubert stated that the Area & Per Capita Grant is due to the State Library on May 29, 2009. It will be brought to the May Board meeting for acknowledgement since all components of the grant will have previously been approved by the Board.

7. Miscellaneous

- a) Ms. Hubert announced that we received a \$4,000 donation from National City Bank for the installation of power doors for the disabled.
- b) Ms. Hubert stated that our intern, Mercy Dena’s last day will be May 8, 2009. She has been accepted into the St. Louis University doctoral program. Ms. Hubert stated that it will be sad to see her go and that she will be missed. We hope to have a new intern by the fall.
- c) Ms. Hubert stated that some upcoming events that staff will be attending include: Disney Keys to Excellence on May 19, 2009, at SIUE (sponsored by the Edwardsville/Glen Carbon Chamber of Commerce); Smart Women Smart Money on May 14, 2009, in Collinsville (sponsored by Alexi Giannoulas, Illinois State Treasurer); and the 11th annual Illinois Leadership Conference on June 10, 2009, in Champaign (sponsored by University of Illinois Extension).

D. Illinois State Library Consultant, Patricia Norris

Ms. Norris stated that the full LSTA grants are due May 1, 2009. She stated that they normally received requests in the area of \$3.5 million. This year they have received 640 letters of intent requesting \$13 million. The breakdown follows:

236 In Sync With Technology for \$6.5 million
52 Digital Imaging for \$1.7 million
108 Dreamcatcher for \$1.7 million
244 iREAD: Reading for Education & Development for \$3.4 million

Ms. Norris stated that over 30 reviewers from around the state will review LSTA grants and invited anyone else that wanted to help review to apply.

Ms. Norris stated that the State Library will host the Bibliostat Connect Overview at LCLS on May 12, 2009. Jan Anderson will be the presenter.

Ms. Norris stated that the schools and public libraries should be receiving their Area & Per Capita Grant checks soon.

Ms. Norris stated that Illinois Library Day is April 23, 2009.

VII. Announcements

Ms. Kilmurray reminded the members to mail back their Statement of Economic Interests form before the deadline of May 1, 2009.

VIII. Adjournment

The meeting adjourned at 7:33 p.m.

Approved by LCLS Board Action 5/19/2009

Joyce Reid, Secretary