

**Lewis & Clark Library System
Board Meeting Minutes
January 19, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the January 19, 2010, Consent Agenda: A. Approve minutes of the November 17, 2009, regular Board meeting B. Approve November through December 2009 financial statements and reports C. Approve the November 2009 Bill List in the amount of \$154,961.00 and the December 2009 Bill List in the amount of \$153,937.58	Roll call – approved
VI.C.1.a	Approve resolution authorizing LCLS to obtain a Line of Credit or Grant Anticipation Loan	Roll call – approved
VI.C.1.b	Declare items fully depreciated, surplus, and available for sale	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:04 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Ms. Elizabeth Hauser	Public Library Trustee Over 15,000 Population
Ms. Susan Mendelsohn	Public Library Trustee Under 15,000 Population
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:

Ms. Linda McDonnell	Public Library Trustee Member-at-Large
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Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Julia Pernicka	LCLS Executive Assistant
Ms. Leslie Bednar	LCLS GateNet Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager

C. Introduction of Observers and Staff Members

Ms. Hubert introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

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

Approve the January 19, 2010, Consent Agenda:

- A. Approve minutes of the November 17, 2009, regular Board meeting**
- B. Approve November through December financial statements and reports**
- C. Approve the November 2009 Bill List in the amount of \$154,961.00 and the December 2009 Bill List in the amount of \$153,937.58**

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Yes	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Absent	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

IV. Communications

Ms. Hubert shared communication between herself and Anne Craig, Illinois State Library regarding clarifying information for the per capita grant application.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Ms. Steingrubey and Mr. Paris will review the Board Bylaws for February Board meeting.
- b) Ms. Nabe reviewed 75 ILCS 10/8.1-10/8.6.
- c) Ms. Mendelsohn will review 75 ILCS 10/9 – 10/12 for February Board meeting.
- d) Ms. Wandling, Mr. Paris, and Ms. Hauser were appointed to the Election/Nominating committee.
- e) Ms. Hubert will email the Executive Director Evaluation form to the Board. Completed evaluations should be sent to Ms. Steingrubey by February 9, 2010. The Executive Director’s performance will be reviewed at the February Board meeting.

2. Vice-President – Pat Wandling – no report

B. Committees - None

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics

- a) Ms. Hubert discussed the current financial situation since no funding has been received for this fiscal year. Ms. Douglas discussed available options.

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

Approve resolution authorizing LCLS to obtain a Line of Credit or Grant Anticipation Loan

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Yes	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Absent	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

- b) Ms. Hubert discussed items to be declared as surplus, including a 2003 Dodge Ram 1500 Cargo van, Smith Corona typewriter, server rack, Dell 17” monitor, Viewsonic 17” monitor, pull-put keyboard tray, and a Dell Optiplex GX240.

A motion was made by Ms. Mendelsohn, seconded by Ms. Hauser, to:
Declare items fully depreciated, surplus, and available for sale

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Yes	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Absent	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

2. Board Relations

- a) State Library proposed changes in Administrative Rules for Library Systems – Ms. Hubert shared a document highlighting proposed changes to the Administrative Rules requesting the Board review this document for discussion at the February Board meeting.
- b) Public Library District Handbook – Ms. Ruhnke discussed the updated handbook, which has been sent to the Public libraries and will be on our Web site and WebJunction. It has also been shared with the other Systems. Send Ms. Ruhnke any suggestions for additions or changes.
- c) LCLS Freedom of Information Act officer – Ms. Ruhnke is the FOIA officer for LCLS. This will involve annual training. The timeline to get requested information has been changed to five days instead of seven.
- d) LCLS Open Meetings Act officer – Ms. Runke is the Open Meetings Act officer for LCLS.

3. Personnel Development

- a) Report on hiring status – Ms. Hubert reported that Linda Petty has been hired as the Receptionist/Office Assistant. LCLS is fully staffed at this time.
- b) Report on performance management process – Ms. Hubert reported on the performance management process. The initial process has been completed. The next step will be first quarter reviews.

4. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert talked about the Save Illinois Libraries campaign and passed out information on how to contact Comptroller Hynes and Governor Quinn.

Ms. Hubert reported that in February there will be a meeting of System Directors and Board Presidents to discuss the financial situation.

Alice Calabrese, Executive Director, Metropolitan Library System, will retire October 31, 2010.

Joe Harris, Executive Director, Shawnee Library System, will retire June 30, 2001.

- b) Illinois State Library (ISL) committee(s) work – Ms. Hubert announced she has agreed to participate on an evaluation committee for Synergy, the Illinois Library Leadership Initiative.

ILEAD-U: Ms. Hubert gave an update on ILEAD-U. Ms. Hubert, Mr. Becker and Ms. Weber will attend the first retreat in Springfield in February.

On The Front Lines – Ms. Bednar will attend the conference in March, she is on the planning committee.

- c) Illinois Library Association (ILA) – No report.

5. Membership Relations

- a) GateNet Report – Ms. Bednar reported that GateNet members voted on whether to use the current fee formula or the alternate fee formula. The vote was a tie resulting in no change in fee formula. At the GateNet Users Forum meeting on January 20, GateNet members will vote on the Total Reimbursement Amount of \$581,086 for next fiscal year (2011). Also at the GateNet Forum meeting, each library will receive a copy of their Membership Summary. Ms. Bednar reported that after the Performance Management Process and the Self Evaluation, she has realigned GateNet staff positions to better fit skills; four GateNet staff have changed responsibilities:

- Edie Elliott, GateNet Database Coordinator
- Sue Pearson, GateNet Training Specialist
- Chris Dawdy, GateNet Training Assistant
- Cheri Schuler-Faust, GateNet Cataloging Assistant

- b) Librarians Advisory Council (LAC) Report – Ms. Ruhnke reported that the revisions to the LAC Bylaws were accepted by the membership and ratified by the Council at the November meeting. Meeting dates have changed. The next meeting will be February 4, 2010, when the Plan of Service revision will begin.

- c) Membership News – Ms. Ruhnke gave an update on Centreville and Venice public libraries. Ms. Ruhnke has sent letters to both libraries but has received no response. Next, a letter will be sent to their Boards. If there continues to be no response, the process for suspension from the System will begin.

6. Planning

- a) Member migration from lcls.org email accounts – Mr. Becker reported that the Mailman server is over 10 years old. Libraries have been requested to switch email services. One option is Google Apps. Training has been set up to assist with this transition. To date, approximately 18 libraries have already migrated away from Mailman. Electronic lists will also eventually be moved. LCLS will stop providing email addresses on May 31, 2010.

- b) SIUE Institute for Urban Research – Ms. Hubert has been in contact with Dr. Andrew Theising regarding the Institute for Urban Research working with us on the member input and service priorities project.

7. Miscellaneous

- a) Ms. Hubert and Ms. Rake will attend a Legislative Breakfast on January 27 at the

Lewis & Clark Community College NO Nelson Campus.

- b) Access to Justice – Ms. Ruhnke attended a workshop in Austin, TX. The aim of this national project is to provide assistance to people who are self represented in civil or family issues. Ms. Ruhnke will offer presentations on this at the ILA conference and On The Front Lines.
- c) OCLC – Ms. Hubert shared a letter and information sent to the members regarding contacting OCLC directly for support.

D. Illinois State Library Consultant, Patricia Norris – absent

VII. Announcements

Ms. Steingrubey announced that Morrison-Talbott Library will host a ‘Taste of Literature’ event on February 5, 2010.

VIII. Adjournment

The meeting adjourned at 7:45 p.m.

Approved by LCLS Board Action 02/16/2010

Linda McDonnell