

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

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approval of the July 21, 2009 Consent Agenda: A. Approve minutes of the June 16, 2009, regular Board meeting B. Approve financial statements and reports and the July 2009 Bill List in the amount of \$317,904.61	Roll call – approved
VI.C.1.d)	Approve Professional Development/CE Policy	Roll call – approved
VI.C.1.e)	Rescind Operation Plan – Continuous Learning and Workforce Development	Roll call – approved
VI.C.5.b)	Declare the following items fully depreciated, surplus, and available for sale: Dell Poweredge 2550 – Service Tag 63kfw01 – inventory tag 111419 Merlin-Gerin EPS 2000 UPS	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. Ms. Steingrubey welcomed the new Board members, Susan Mendelsohn and Elizabeth Hauser. Ms. McDonnell will be a board buddy with Ms. Hauser and Ms. Nabe will be a board buddy with Ms. Mendelsohn.

C. Ms. Steingrubey administered the Oath of Office to Ms. Mendelsohn and Ms. Hauser.

D. Roll Call

Members present:

Ms. Elizabeth Hauser	Public Library Trustee Over 15,000 Population
Ms. Linda McDonnell	Public Library Trustee Member-at-Large
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

Members absent:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Ms. Pat Wandling	Special Library Representative

Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Bonnie Kilmurray	LCLS Executive Assistant
Ms. Leslie Bednar	LCLS GateNet Manager
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Judy Rake	LCLS Youth Services and Advocacy Consultant
Ms. Amanda McKay	LCLS Marketing Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant

E. 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. Wandling, seconded by Ms. Nabe, to:

Approve the July 21, 2009, Consent Agenda:

A. Approve minutes of the June 16, 2009, regular Board meeting

B. Approve June 2009 Bill List in the amount of \$387,750.65

A roll call vote was taken.

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

Motion carried.

IV. Communications - none

V. Reports

A. Officers

1. President – Elaine Steingrubey
 - a) Ms. Steingrubey charged the Board Secretary, Linda McDonnell, with calling absent members each month.
 - b) Ms. Steingrubey noted that there was no request for board member reimbursement for the recent ALA conference.
 - c) Ms. Hubert asked if anyone planned on attending the Illinois Library Association conference to be held in Peoria October 6-9, 2009. Ms. Steingrubey plans to attend. Ms. McDonnell and Mr. Paris are also planning to attend and their attendance including travel, lodging, and sustenance will be paid by their home libraries.
 - d) Ms. McDonnell stated that the American Library Association conference was really worth attending. Ms. Hubert stated that there were 29,941 people in attendance.

2. Vice-President – Pat Wandling – absent

B. Committees - None

C. Executive Director – Tina Hubert

1. Board Relations
 - a) Ms. Hubert stated that an Illinois state budget has been approved by the legislative bodies and the Governor; she reviewed the budget and discussed the impact it will have on the LCLS budget. LCLS funding comes through the Secretary of State’s budget which is folded into the Governor’s budget. The portion of the Secretary of State’s budget funded with general revenue money decreased about 43%.
 - b) Ms. Hubert reviewed 75 ILCS 10/1-10/3, the creation of systems. At the September meeting Ms. Reid will review 10/4-10/5.
 - c) Ms. Hubert stated that the State Library has not scheduled dates for the Area & Per Capita Grant Application presentation.
 - d) A motion was made by Ms. Reid, seconded by Mr. Paris, to:

Approve Professional Development/CE Policy

A roll call vote was taken.

Mr. Ronald Coleman	Absent	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Yes	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Yes	Ms. Elaine Steingrubey	Yes

Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Absent
Ms. JoAnn Nabe	Yes		

Motion carried.

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

Rescind Operational Plan – Continuous Learning and Workforce Development

A roll call vote was taken.

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

Motion carried.

2. Personnel Development

- a) Ms. Hubert stated that two student workers, Christina Douglas and Jasmine Lumpkin, began working with us as clerical assistants. The Madison County Employment & Training Youth@Work program is a federally funded program that covers all expenses for young people ages 16-24 to work in local organizations in order to gain practical work experience.
- b) Ms. Douglas stated that an LCLS Safety Committee has been renewed to proactively identify safety concerns in the workplace. Additionally, Ms. Hubert and the managers will serve as the Accident Review Committee.
- c) Ms. Douglas stated that LCLS is upgrading the performance appraisal process to incorporate more formal assessment than what has been in place.

3. Community and Organizational Involvement

- a) Ms. Hubert stated that she is on the Core Services sub-committee of the State Library's Library Systems Standards and Rules Committee.
- b) Ms. Hubert briefly highlighted the Illinois Library System Directors Organization (ILSDO) meeting that was held at LCLS June 30, and July 1, 2009.
- c) Ms. Hubert stated that she attended her last meeting as the Illinois Chapter Councilor at the American Library Association conference in Chicago. She thanked the board for their continuing support of staff attendance at conferences.
- d) Ms. Ruhnke stated that second year of WebJunction Illinois was recently completed. The State Library has instructed LCLS to hold all tasks associated with year three of this project because they are not allowed to sign contracts at this time; as a result the hiring of the WebJunction assistant is on hold until further notice.

4. Membership Relations

- a) Ms. Bednar stated that GateNet has 60 member agencies. Cahokia School District has withdrawn their middle school; Bunker Hill School District and additional school buildings of O'Fallon School District #90 have joined GateNet. GateNet is growing.
- b) Ms. Hubert stated that the Librarians Advisory Council (LAC) has a draft revision of new bylaws intended to broaden representation and to legitimize an increased frequency of meetings. LCLS membership will vote on new bylaws this fall.

- c) Ms. Ruhnke stated that she is serving on the ILSDO Membership Criteria committee, whose purpose is to propose standardized membership criteria to be adopted statewide. Ms. McKay is serving as convener of the committee.
- 5. Administration/Fiscal Topics
 - a) Ms. Bednar stated that the Taylor Community Consulting Project developed a new option for a GateNet fee structure that GateNet members will vote on this fall; the vote will be to either retain the current fee formula or to adopt this new fee formula.
 - b) A motion was made by Mr. Paris, seconded by Ms. Nabe, to:
Declare the following items fully depreciated, surplus, and available for sale:
Dell Poweredge 2550 – Service Tag 63kfw01 – Inventory tag 111419
Merlin-Gerin EPS 2000 UPS
A roll call vote was taken.

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

Motion carried.
- 6. Planning
 - a) Ms. Hubert stated that the review of the FY 2008-2009 Plan of Service accomplishments was included in the Board packet. Additionally the new format of the executive director's and consultants' report allows the board a regular snapshot of accomplishments directly linked to LCLS goals and strategies.
- 7. Miscellaneous
 - o Ms. Hubert stated that SIUE will offer the Illinois State Board of Education school library media endorsement starting this fall.
 - o Ms. Hubert stated that we received 60 additional watt readers from Ameren, which are being distributed to ensure all public libraries have a device. All academic libraries and some school libraries will also have the device – a total of 81 devices will now be available through LCLS member libraries.
 - o Ms. Hubert stated that Auburn Public Library will receive a small donation in memory of Alphonse Trezza and Louis Latzer Memorial Public Library will receive a small donation in memory Alphonse Trezza.
 - o Ms. Hubert stated that new Board pictures will be taken at the September meeting.

D. Illinois State Library Consultant, Patricia Norris – absent

VII. Announcements

Ms. Steingrubey announced that the Morrison Talbot Library received a \$25,000 donation from a former Waterloo board member.

Ms. Reid announced that Roxana School District received a Caudill award.

VIII. Adjournment

The meeting adjourned at 8:14 p.m.

Approved by LCLS Board Action 9/15/2009

Linda McDonnell