

**Lewis & Clark Library System
Board Meeting Minutes
June 16, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III. A.	Approval of the June 16, 2009 Consent Agenda: (see details on III. A.)	Roll call – approved
VI. B. 1.	To approve the Slate of Officers for FY 2009-2010 as follows: Elaine Steingrubey – President Pat Wandling – Vice President JoAnn Nabe – Treasurer Linda McDonnell – Secretary	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
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:

Ms. JoAnn Nabe	Public Library Trustee Member-at-Large
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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. Mary Jo Akeman	Six Mile Regional Library District 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 June 16, 2009, Consent Agenda:

- 1. Approve minutes of the May 19, 2009, regular Board meeting**
- 2. Approve financial statements and reports and the May 2009 Bill List in the amount of \$192,473.41**
- 3. In order to pay the bills through June 30, 2009, the business office be authorized to close the books as of July 31, 2009, for the fiscal year ending June 30, 2009**
- 4. Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2009-2010 Budget**
- 5. Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2009-2010 Budget**
- 6. Approve The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, and Illinois Funds as depositories for FY 2009-2010. In addition, System funds may be invested with discretion in U.S. obligations or deposits by a federal agency**
- 7. Adopt Prevailing Wage Rates**
- 8. Empower the Executive Director to work with The Bank of Edwardsville or other local bank to secure, if necessary, grant anticipation notes on a month-to-month basis. These notes will be paid immediately upon receipt of State of Illinois grant funds**
- 9. Approve authorization for wire or other electronic fund transfers to and from The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, or Illinois Funds for payment to EFTPS, IMRF, or other LCLS vendors**

- 10. Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month (except August 2009 and December 2009 when no meetings will be held) at 6:00 p.m. at locations agreed upon**
- 11. Name John Gilbert, Dean Sweet, and Phil Lenzini as the legal counsels for the Lewis & Clark Library System**
- 12. Approve Drug Free Workplace Policy Certification**
- 13. Encourage LCLS staff to seek and secure grant funds for projects benefiting LCLS and its members**
- 14. Authorize the payment of all usual and regular bills in the event the Board of Directors is not able to meet, or a quorum is not present, during any regularly scheduled Board meeting and for the months of August and December 2009 when a Board meeting is not scheduled**

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	Absent	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Yes	Ms. Pat Wandling	Yes

Motion carried.

IV. Communications

Ms. Hubert stated that a letter was received from the Illinois Library Association's Reference Forum announcing that Putting Illinois on the Map has been nominated for the Reference Forum Award.

Ms. Hubert stated that she included in the Communications copies of the letters she sent to the new Board members (Ronald Coleman, Susan Mendelsohn, and Beth Hauser) welcoming them to the Board.

Ms. Hubert stated that the Granite City Journal ran an article about the National City Bank donation to install power to our front doors for handicapped accessibility.

V. Reports

A. Officers

1. President – Elaine Steingrubey
 - a) Ms. Steingrubey stated that this would be Mr. Schiller's last meeting and presented him with a Resolution and an LCLS keychain. The Resolution read as follows:

Whereas, the Board of Directors of the Lewis & Clark Library System is responsible for its successful operation; and

Whereas, *Norman Schiller* has been a faithful and devoted director of the System giving freely and unselfishly of his own personal time in carrying out his obligation as a representative of his community on the Board of Directors; be it

Resolved, that as of June 16, 2009, *Norman Schiller* be specifically commended for his many contributions to the development of the System and through it the strengthening of all member libraries; be it further

Resolved, that a copy of this Resolution be sent to the Mississippi Valley Public Library District.

Mr. Schiller stated that it was a wonderful six years and reminisced about some of the high points.

2. Vice-President – Pat Wandling – no report

B. Committees

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

Approve the Slate of Officers for FY2009-2010 as follows:

Elaine Steingrubey – President

Pat Wandling – Vice President

JoAnn Nabe – Treasurer

Linda McDonnell – Secretary

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	Absent	Ms. Elaine Steingrubey	Yes
Mr. Matthew Paris	Yes	Ms. Pat Wandling	Yes

Motion carried.

C. Executive Director – Tina Hubert

1. Board Relations

- a) Ms. Hubert stated that all “library” bills have passed both legislative bodies. The Governor has 60 days to veto, sign, or ignore the bills. She doesn’t anticipate any problems.

- b) Ms. Hubert stated that she has divided the Illinois Library System Act into sections and asked each member to take a section to discuss with the rest of the Board at each meeting.
2. Personnel Development
- a) Ms. Hubert stated that Juliette Douglas will bring to the Board in July the plan for staff evaluations. The job descriptions are in good order now so the evaluations should be completed by November. Also, Ms. Douglas has scheduled our employee assistance program to present “Financial Boot Camp” at the staff meeting on Wednesday.
 - b) Ms. McKay stated that she presented “What’s My Role in this Meeting” to train staff members on how to be prepared when attending meetings. The training will be offered to the membership in the fall.
 - c) Additional staffing opportunities
 - i. Ms. Hubert stated that with the uncertainty of the state of Illinois’ budget we will not be contracting for an intern from the SIUE intern program at this time.
 - ii. Ms. Hubert stated that we will be contracting for two young people to perform reception/circulation duties through the Madison County Employment & Training Youth@Work program. This is a federally funded program that pays young people ages 16-24 to work in local organizations in order to gain practical work experience.
3. Community and Organizational Involvement
- a) Ms. Hubert stated that she participated in the Illinois State Library Scholarship Review committee. Forty-three people were interviewed for 15 scholarships. The State Library will make announce the awards in August.
 - b) Ms. Hubert stated that she attended the Illinois Leadership Conference held in Champaign. She stated that it was a good experience and has volunteered to serve on the 2010 conference planning committee.
4. Membership Relations
- a) Ms. Bednar announced that the 59th GateNet member, Roodhouse Public Library, came online on Monday, June 15, 2009. Roodhouse patrons have already begun placing requests in the database. Ms. Bednar stated that Innovative Interfaces now has a product that can initialize back-up remotely so staff will no longer have to make a trip to the System to load the back-up tape. Ms. Bednar also stated that the GateNet users chose Gale instead of Ebsco for the next three years.
 - b) Mr. Becker reviewed the new LCLS Web site. He stated that items are still being cleaned up from the old Web site. One new section will be an LCLS Board section where Board members can easily retrieve important documents.
 - c) Ms. Hubert stated that we have received a first contact from Washington Park Public Library regarding their membership in the System. Charm Ruhnke has sent information to them. It is hoped that they can become members of LCLS again.
 - d) Ms. Rake stated that she has been talking with the Venice School District. They only have a grade school now, the library is open less than half the time school is in

session, and they do not have any library staff. A letter has been sent to the Superintendent and Principal asking that they request to be withdrawn from System membership.

- e) Ms. Hubert stated that the Project Participation Survey was answered by 41 members from all types of members. Ms. Hubert reviewed the preliminary results.
 - f) Mr. Becker reviewed Overdrive, a shared collection and download system for electronic materials. Anne Hughes, Glen Carbon Centennial Library, and Susan Carr, Edwardsville Public Library, have been leading this effort.
5. Administration/Fiscal Topics
- a) Ms. Hubert stated that the State of Illinois budget implications are causing us to be prudent and extra conservative. There will be no staff raises. We will meet our legal requirement and make minimum wage adjustments to keep all salaries at least at minimum wage.
 - b) Ms. Hubert stated that the WebJunction Illinois job position has been announced. A candidate will be chosen to begin early in July.
6. Planning
- a) Ms. Hubert stated that a review of the FY2009 Annual Plan of Service will occur in July. The staff is working on the tasks and targets that have been identified for focus this fiscal year.
 - b) Ms. Hubert stated that Staff Development Day will be held on a Wednesday in August. The Staff Association is planning the event.
7. Miscellaneous
- o Ms. Hubert stated that StarNet (located at St. Clair County Regional Office of Education) has contracted with us again for once a week delivery for the next fiscal year.
 - o Ms. Hubert stated that we have a set process for discarding unused items/equipment:
 - a. Declared surplus by the Board
 - b. Priced using e-bay, or other comparable service
 - c. Available for staff purchase by a deadline
 - d. Available for member purchase by a deadline
 - e. Available for general purchase on Craig's list or comparable service
 - f. Discarded
 - o Ms. Hubert stated that Prairie Area Library System has hired a new director. Michael C. Piper will begin his duties September 1, 2009.
 - o Ms. Hubert stated that she was asked by the GateNet Advisory Board for the System's opinion on how local requests fit into the big picture of resource sharing. There was a discussion. The Board reaffirmed current System policies regarding resource sharing and interlibrary loan.

D. Illinois State Library Consultant, Patricia Norris – absent

VII. Announcements

Mr. Schiller announced that he has been elected President of the Mississippi Valley Public Library District.

VIII. Adjournment

The meeting adjourned at 8:05 p.m.

Approved by LCLS Board Action 7/21/2009

Linda McDonnell, Secretary