

**Lewis & Clark Library System
Board Meeting Minutes
September 15, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the September 15, 2009, Consent Agenda: A. Approve minutes of the July 21, 2009, regular Board meeting B. Approve financial statements and reports July through August 2009 C. Approve the July 2009 Bill List in the amount of \$215,828.65 and the August 2009 Bill List in the amount of \$223,655.16	Roll call – approved
VI.A.1.	Applaud Bonnie Kilmurray in recognition and appreciation for her dedication and care for the board, staff, and members	Roll call – approved
VI.C.1.a)	Accept the FY2009 Audit as presented	Roll call – approved
VI.C.1.b)	Accept the FY2009 System Annual Report	Roll call – approved
VI.C.1.c)	Accept the Revised FY2010 Area & Per Capita grant application	Roll call – approved
VI.C.4.c)i.	Accept Venice School District’s request to withdraw from LCLS membership effective April 1, 2010, in accordance with 75 ILCS 10/14	Roll call – approved
VI.C.5.a)	Endorse \$50,000 transfer back from GateNet reserves to LCLS Sustainability Fund	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:02 p.m.

B. Ms. Steingrubey administered the Oath of Office for Ronald Coleman who is starting his second term.

A. Roll Call

Members present:

Mr. Ronald Coleman

Public Library Trustee Member at Large

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
Mr. Matthew Paris	Academic Library Representative
Ms. Joyce Reid	School Library Representative
Ms. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative (via speakerphone)

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. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Patricia Norris	Illinois State Library Consultant
Ms. SarahFae Stuehlmeier	LCLS Accountant
Mr. Kevin Tepen	Auditor, C.S. Schlosser & Company, L.L.C.

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. Reid, seconded by Mr. Paris, to:

Approve the September 15, 2009, Consent Agenda:

- A. Approve minutes of the July 21, 2009, regular Board meeting**
- B. Approve financial statements and reports July through August 2009**
- C. Approve the July 2009 Bill List in the amount of \$215,828.65 and the August 2009 Bill List in the amount of \$223,655.16**

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

Motion carried.

IV. Communications

Ms. Hubert stated that Ms. Kilmurray has announced her retirement effective October 15, 2009.

Ms. Hubert stated that she received a copy of a letter from Jeff Owen, Director of Hayner Public Library District, to Debbie Owen, Director of Fairview Heights Public Library, discussing local request issues.

Ms. Hubert stated that she received correspondence from Anne Craig, Illinois State Library Director:

- Giving LCLS permission to collect GateNet and Associate fees;
- Announcing the funding reduction (our reduction \$178,682.27);
- Announcing that the LSTA grants would not be awarded and that the LSTA funding will be used to offset the actual funding reduction (50% from PA 96-0042, Article 20, Section 25).

Ms. Hubert stated that the System sent a small donation in memory of Robert Bullen (Anne Craig's father) to Louis Latzer Memorial Public Library and another small donation to Auburn Public Library in memory of Alphonse Trezza.

Ms. Hubert stated that she received a letter from Rep. Jay Hoffman announcing the passing of the Open Meetings Act house bill.

V. Reports

A. Officers

1. President – Elaine Steingrubey

Ms. Steingrubey made a motion, seconded by Ms. Wandling, to:

Applaud Bonnie Kilmurray in recognition and appreciation for her dedication and

care for the board, staff, and members

A certificate was signed and will be formally presented to Ms. Kilmurray at the celebratory event on October 15, 2009.

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

Motion carried.

a) Ms. Reid reviewed 75 ILCS 10/4-10/5.

Mr. Paris will review 75 ILCS 10/6-10/7 at the October Board meeting.

2. Vice-President – Pat Wandling – no report

B. Committees - None

C. Executive Director – Tina Hubert

1. Board Relations

a) Mr. Tepen presented the FY2009 Audit

A motion was made by Mr. Coleman, seconded by Ms. McDonnell, to:

Accept the FY2009 Audit as presented

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

Motion carried.

b) A motion was made by Ms. Mendelsohn, seconded by Mr. Paris, to:

Accept the FY2009 System Annual Report

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	Yes	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes

Ms. JoAnn Nabe Absent
Motion carried.

- c) A motion was made by Mr. Paris, seconded by Ms. Hauser, to:
Accept the Revised FY2010 Area & Per Capita grant application
Ms. Hubert reviewed the revised budget, revised Plan of Service, and the revised proposed fees.

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

Motion carried.

2. Personnel Development

- a) Mr. Becker reported on the Staff Development Day held on August 26, 2009. All staff who were in attendance that day received four hours of CPR/AED training and certificates from the Edwardsville Fire Department. He also reported that Ms. Douglas reviewed the Performance Management Process which is planned to be completed before the beginning of the calendar year.
- b) Ms. Douglas reviewed the Performance Management Process.

3. Community and Organizational Involvement

- a) Ms. Hubert stated that it is important for people to make comments on the draft Illinois State Library Standards for Multitype Library Systems as they are published at <http://ilibrarystemstandards.wordpress.com/>. The most recent standards to be posted are: Technology, Cooperation & Collaboration, and Research & Development.
- b) Ms. Hubert stated that the Illinois Library System Directors Organization (ILSDO) met in Mt. Vernon on September 9, and 10, 2009. Much of the discussion centered on the reduction in funding and the future of systems. ILSDO will be launching a campaign to bring the issue of library funding to the lap of legislators. This campaign is being designed to begin October 9, 2009, and continue through October 16, 2009. The goal of the campaign is to make the point that people are using Illinois libraries at record levels and that cuts to library and system funding will result in grievous harm to the residents of Illinois; all we are asking for is that statutory levels of funding be restored. At the same time, ILSDO is beginning discussions on redefining/redesigning regional library systems.
- c) Ms. Hubert stated that the Illinois State Library Advisory Committee (ISLAC) met on August 13, 2009, at the State Library. Again, much discussion revolved around the reduction in funding. The State Library decided to not apply for broadband stimulus funding at this time; they expect to apply in round two. The Illinois Center for the Book is no longer a separate organization and is now a part of Library Development; this will help in the pursuit of grant funding. ILEAD U is a big grant

the State Library received from the Institute of Museum and Library Service to focus on technology leadership in Illinois. Information about and the application to participate in ILEAD U is available on WebJunction Illinois. A new \$50,000,000 public library construction program has passed the General Assembly; the State Library will be putting the rules together. Secretary of State Jesse White spoke to ISLAC to show his appreciation for libraries and what we do; he is strongly encouraging the library community to speak to legislators to let them know the impact of the funding reductions and to call for the restoration of those funds.

4. Membership Relations

- a) Ms. Bednar stated that Bunker Hill HS and Hinchcliffe (O'Fallon #90) began circulating in August. An additional three O'Fallon #90 schools also started circulating. Ms. Bednar showed the improvements made to the catalog section of the web page.
- b) Ms. Hubert reported on the Librarians Advisory Council meeting on September 3, 2009. The main discussion was on the System's funding reduction. LAC reviewed the revised FY2010 Plan of Service and recommended it be presented to the Board for adoption. The LAC Bylaws revision timetable includes a current comment time period on the proposed changes, a review by LAC of the comments, any changes made, then an electronic ballot for the vote all to occur before the November 5, 2009, LAC meeting.

c) Changes in Member Status

- i. A motion was made by Ms. Hauser, seconded by Ms. Wandling, to:

Accept Venice School District's request to withdraw from LCLS membership effective April 1, 2010 in accordance with 75 ILCS 10/14

Ms. Hubert stated that they only have a grade school with a small library and no current plans to hire staff. They understand that they may request reinstatement at any future time.

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

Motion carried.

- ii. A brief discussion on conversations with a person interested in the Washington Park Public Library (currently a suspended LCLS member due to lack of hours, staff, board) status occurred.

5. Administration/Fiscal Topics

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

Endorse \$50,000 transfer back from GateNet reserves to LCLS Sustainability Fund

GateNet never used this money as intended and it is appropriate to transfer it back to

the General Fund. This action has no impact on GateNet member fees.

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

Motion carried.

- b) Ms. Hubert stated that other ideas we are researching include the pros and cons of outsourcing accounting, charging a minimum of \$10.00 for all events except GateNet classes and core classes, no longer having a water cooler, no longer providing coffee and tea for staff. Ms. Hubert has also notified CTS – where we lease our telephone system – that due to a reduction in funding she is invoking the non-appropriation of funds clause to dissolve our contract; as a result we will no longer have a phone system per se, instead we will have an answering machine on the main line and cell phones for each position with direct telephone numbers to staff. This means we will not be able to transfer calls, but will instead have to call people back as they need assistance from various staff members.

Alternate Revenue Streams will be pursued for the illinoismap.info project. Charm Ruhnke is pursuing the Washington University Skandalaris Center's Youthbridge Social Entrepreneurship and Innovation Competition to see if our project is eligible.

6. Planning

- a) Ms. Douglas stated that we were chosen to receive a free energy study. We should receive the results soon.

7. Miscellaneous - None

D. Illinois State Library Consultant, Patricia Norris

Ms. Norris stated that all Illinois public libraries are encouraged to complete the Public Library Funding & Technology Access Study. Participation in the survey is a requirement for all participants in the Bill and Melinda Gates Foundation Opportunity Online Hardware Grant Program. Deadline to complete the survey is October 31, 2009.

Ms. Norris stated that Secretary of State and State Librarian Jesse White awarded the FY10 Adult Literacy Grants to help students develop and enhance their reading, writing, math and language skills in three categories: Adult Volunteer Literacy Grants, Family Literacy Grants, and The Workplace Skills Enhancement Project.

Ms. Norris stated that *Synergy: The Illinois Library Leadership Initiative 2010* is the statewide library community's proactive movement to recruit and nurture future Illinois library leaders. Librarians selected to participate in *Synergy* will commit to a yearlong

process. Application deadline is November 30, 2009.

Ms. Norris stated that the Illinois State Library has regretfully decided to relinquish their role as a United States Patent & Trademark Depository Library. They have served as one of 88 patent libraries nationwide for twenty-five years. With advances in technology, it is now easier for inventors, researchers, and patent attorneys to conduct patent searches via the Internet.

Ms. Norris stated that the State Library recently received a Laura Bush 21st Century Librarian Program Grant from the Institute of Museum and Library Services. The grant will be used to implement ILEAD U (Illinois Libraries Explore, Apply and Discover)--the 21st Century Technology Tools Institute for Illinois Library Staff. Participant deadline is October 30, 2009. Mentor and/or instructor deadline is October 16, 2009.

VII. Announcements

Ms. Hauser commented that someone told her that libraries would be out of business in 20 years because books could be downloaded and read online. She disagreed. There's nothing better than snuggling up with a good book.

VIII. Adjournment

The meeting adjourned at 8:23 p.m.

Approved by LCLS Board Action 10/20/2009

Linda McDonnell