

**Lewis & Clark Library System
Board Meeting Minutes
October 20, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the October 20, 2009, Consent Agenda: A. Approve minutes of the September 15, 2009, regular Board meeting B. Approve financial statements and reports for September C. Approve the September 2009 Bill List in the amount of \$154,545.05	Roll call – approved
VI.A.2.b)	Closed meeting minutes remain closed	Roll call – approved
VI.C.5.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 6:03 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. Linda McDonnell	Public Library Trustee Member-at-Large
Ms. Susan Mendelsohn	Public Library Trustee Under 15,000 Population
Ms. JoAnn Nabel	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

*Present After Roll Call

Members absent:

None

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 Mr. Paris, seconded by Mr. Coleman, to:

Approve the October 20, 2009, Consent Agenda:

- A. Approve minutes of the September 15, 2009, regular Board meeting**
- B. Approve financial statements and reports for September**
- C. Approve the September 2009 Bill List in the amount of \$154,545.05**

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	Yes		

Motion carried.

IV. Communications

Ms. Hubert shared a thank you card from Bonnie Kilmurray.

Ms. Hubert shared correspondence she received from Representative Jay C. Hoffman thanking her for contacting his office regarding the need for adequate funding of libraries across Illinois.

Ms. Hubert shared correspondence she sent to the Library Journal supporting the Glen Carbon Centennial Library's nomination for the Best Small Library in America Award.

Ms. Hubert shared correspondence received from the Reaching Forward South committee thanking LCLS for allowing Bonnie Kilmurray to serve on their committee.

Ms. Hubert shared a letter of commitment she sent to the Illinois Sustainable Technology Center (ISTC) stating LCLS will participate in their green libraries program.

Ms. Hubert received confirmation from the Illinois Public Risk Fund that we will be terminating LCLS Workers Compensation coverage through them effective January 13, 2010.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Mr. Paris reviewed 75 ILCS 10/6-10/7

Ms. Steingrubey will review 75 ILCS 10/7.5-10/8 at the November Board meeting.

2. Vice-President – Pat Wandling

- a) Ms. Wandling reviewed the closed meeting minutes
A motion was made by Ms. Wandling, seconded by Mr. Paris, that:
Closed meeting minutes remain closed

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	Yes		

Motion carried.

B. Committees - None

C. Executive Director – Tina Hubert

1. Board Relations

- a) Save Illinois Libraries campaign

Ms. Hubert gave everyone a flyer on Save Illinois Libraries! So far five legislators have signed Pledge cards, two from East St Louis.

b) Legislative news

Ms. Hubert reported that there are new rules/amendments to the Freedom of Information Act, the Open Meetings Act, and the Illinois Prevailing Wage Act. Changes become effective January 1, 2010. The Illinois Attorney General's office will be posting information to help public organizations remain compliant. As we learn more we will share with the Board and members.

2. Personnel Development

a) Reorganization of Executive Assistant, Consulting Assistant & Accounting positions – Ms. Hubert reports that the Accounting position has been advertised. Julia Pernicka has been named Executive Assistant. A new position, Receptionist/Clerical Assistant, has been created. This position will be advertised in the Edwardsville paper tomorrow. The Receptionist/Clerical Assistant position will be 30 hours a week instead of 40 hours a week. The Consultant Assistant position has been eliminated.

b) WebJunction Illinois (WJIL) grant project Assistant position –Brook Weber started on October 13. One-fifth of her time will be spent working with GateNet (and GateNet is picking up that portion of her funding). The remainder of her time will be working on WJIL.

3. Community and Organizational Involvement

a) Illinois Library Association Conference review – Ms. Hubert stated that the Illinois Library Association Conference was attended by two board members and five staff members. Each attendee present discussed their favorite session attended.

- Ms. Ruhnke – Are Your Ears Burning? They are Talking about Us in Springfield with Kip Kolkmeier and Phil Lenzini
- Ms. Douglas – Omar Wasow's Transformation: See Tomorrow Today
- Ms. Steingrubey – Youth Services Author Breakfast
- Mr. Becker – Library Services for Mobile Phone Users
- Ms. Hubert – Future Foresight, Staying Strong and Staying Focused
- Mr. Paris – Researching Communities to Prepare for the Future

b) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert stated that ILSDO met at Bloomington Public Library on October 16, 2009. Discussion revolved around the future of regional multi-type library systems. We know we need to continue to evolve and are working to identify what services will be crucial into the future.

There are two new system directors: Tom Sloan, DuPage Library System and Michael Piper, Prairie Area Library System.

Joe Harris, Shawnee Library System, has announced his retirement.

c) Illinois State Library committee(s) work –

- i. ILEAD –U: The steering committee for ILEAD-U has been busy discussing keeping the momentum going. Ms. Hubert is now chairing the subcommittee

that is putting together the criteria to choose participants for the program.

- ii. System Standards Revision Committee: The basic standards drafts are complete; next up will be putting together an overarching introductory preamble to the entire document. The committee meets again on November 6.
- iii. WebJunction Advisory Team – Mr. Becker
- iv. Wimba Replacement Committee – Mr. Becker
- v. On The Frontlines – Ms. Bednar
- vi. Statewide Cataloging Standards Committee (SCSE) – Ms. Bednar
- vii. Business Managers meeting – Ms. Douglas
- viii. Intellectual Freedom Committee – Ms. Douglas
- ix. Statewide Membership Committee – Ms. Ruhnke

4. Membership Relations

- a) GateNet Report – Ms. Bednar stated that Chris Dawdy has been working on print templates and testing thermal printers and removable tape. Options for group discounts are being pursued.
- b) Librarians Advisory Council (LAC) Report – LAC met on October 10 and approved the final LAC bylaws revision draft for member vote. There was discussion on soliciting member input regarding service priorities; internal management of fund reduction; and campaign for Illinois libraries.
- c) Membership News – Public library per capita grants are in.

Turning the Page: Building Your Library Community is currently going on in Decatur. This is the required advocacy symposium for the Opportunity Online, Bill & Melinda Gates Foundation Grant. Future training may be online.

5. Administration/Fiscal Topics

- a) Review of expenditures decisions in response to reduced state funding – Ms. Hubert discussed this in a Conduit article.
- b) Declare items fully depreciated, surplus, and available for sale – Mr. Becker provided a list of computer equipment.

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

Declare items fully depreciated, surplus, and available for use

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	Yes		

Motion carried.

6. Planning

- a) Service priorities process plan – Ms. Hubert is contacting the marketing department at SIUE to express interest in a senior capstone project to conduct the focus groups

and work on projects for us.

- b) Energy assessment results – After working with National City Bank on the accessible doors, Terry Stark of National City Bank brought representatives from Malone Building Supplies to LCLS. Malone tested some new devices in the LCLS building. Bottom line, there is not a lot we need to do. Dampers can be adjusted for humidity levels. A larger temperature differential between working and nonworking hours has been incorporated. HVAC systems are 17 years old and replacement needs to be considered. The testing will be redone in December when we should have a wider variance between outside and inside temperatures.

7. Miscellaneous

- a) ILEAD-U mentor (Tina Hubert) and instructor (Kevin Becker) applications received Board President signature.
- b) Ms. Hubert has nominated Amanda McKay for the ILA Board.

- D. Illinois State Library Consultant, Patricia Norris
A written report was handed out.

VII. Announcements

VIII. Adjournment

The meeting adjourned at 7:47 p.m.

Approved by LCLS Board Action 11/17/2009

Linda McDonnell