

**Lewis & Clark Library System
Board Meeting Minutes
November 17, 2009
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the November 17, 2009, Consent Agenda: A. Approve minutes of the October 20, 2009, regular Board meeting B. Approve October 2009 financial statements and reports C. Approve the October 2009 Bill List in the amount of \$174,832.30	Roll call – approved
VI.A.1.c	Move that the LCLS membership eligibility is equitable nondiscriminatory and within the control of member libraries	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:01 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
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
Ms. Joyce Reid	School Library Representative
Ms. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Ms. Elizabeth Hauser	Public Library Trustee Over 15,000 Population
Mr. Matthew Paris	Academic Library Representative

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. Stacy Bond	LCLS Accountant
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Amanda McKay	LCLS Marketing Consultant
Ms. Patricia Norris	Illinois State Library 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. Mendelsohn, seconded by Mr. Coleman, to:

Approve the November 17, 2009, Consent Agenda:

A. Approve minutes of the October 20, 2009, regular Board meeting

B. Approve October 2009 financial statements and reports

C. Approve the October 2009 Bill List in the amount of \$174,832.30

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Ms. Elizabeth Hauser	Absent	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 she received from Prairie Area Library System thanking Charm Ruhnke her participation in the PALS Trustee Mini-Conference.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Ms. Steingrubey reviewed 75 ILCS 10/7.5-10/8
- b) Ms. Nabe will review 75 ILCS 10/8.1-10/8.6 for January Board meeting
- c) Membership eligibility was reviewed

A motion was made by Ms. Reid, seconded by Mr. Coleman, that:

LCLS membership eligibility is equitable, nondiscriminatory and within the control of member libraries

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Ms. Elizabeth Hauser	Absent	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.

2. Vice-President – Pat Wandling – no report

B. Committees - None

C. Executive Director – Tina Hubert

1. Board Relations

a) Save Illinois Libraries campaign

Ms. Hubert gave an update on Save Illinois Libraries! So far four legislators from our area have signed Pledge cards (Rich Brauer, James Clayborne, Eddie Lee Jackson, Sr., and David Luechtefeld). Jesse White has also signed a Pledge card.

b) Legislative news

Ms. Hubert reported that she, Ms. Rake and members will be meeting with Senator Haine and Representative Beiser on December 2 at 10:00 AM and seeking their support for libraries. Ms. Rake will contact Board Members in their districts to see if they will be able to attend.

Ms. Hubert reported that Attorney General Lisa Madigan is hosting statewide seminars on the changes to the Freedom of Information Act and the Open Meetings Act. She and Ms. Ruhnke will be attending a seminar on December 8 in Fairview Heights. Changes become effective January 1, 2010. Changes will impact all public

bodies. Training will be completed by June 30. Information on the seminars was shared with the membership.

c) CE Policy

The new CE policy went into effect in July. Ms. Hubert stated that upon review some changes have resulted in unintended consequences. The policy states that a class will be cancelled if there are less than four members registered. Some GateNet classes are fundamental class requirements. The GateNet Manager has the discretion to determine if a class needs to take place if the class does not fulfill the minimum requirement.

2. Personnel Development

a) Ms. Hubert reports that one Courier Driver and one Accountant have been hired. Close to 300 applications have been received for the Receptionist/Clerical position. Ms. Douglas is in the process of reviewing those.

b) Ms. Hubert gave an update on the performance management process. Staff have provided self-evaluations and goals to managers. Supervisors are now preparing forms for each employee. These will be reviewed by Ms. Hubert and then the supervisors will meet with staff.

3. Community and Organizational Involvement

a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported that ILSDO met November 12-13. They will meet again on December 9 preparing collaborative strategies and shared expertise.

b) Illinois State Library (ISL) committee(s) work – Standards Revision Committee is preparing an introduction for the document. This is expected to be released for comment in December. Ms. McKay put together a chart comparing what is being asked of the systems in the new document to what we already report.

ILEAD-U: Ms. Hubert gave an update on ILEAD-U. The goal is to increase technology leadership across membership.

c) Illinois Library Association (ILA) – Ms. Hubert reported on the Summit on the Future of Illinois Library Cooperation that was on November 9. The report was passed out.

4. Membership Relations

Ms. Hubert reported that the GateNet Advisory Board met last month and discussed concerns over their finances and being able to protect their funds if something were to happen to the system. They meet again tomorrow.

a) GateNet Report – Ms. Bednar reported that November 2-30 GateNet members will be voting on whether to use the current fee formula or the alternate fee formula. Libraries are being contacted that have not yet voted. Ms. Bednar gave a presentation on CE2Me, the new way to take training to the membership. Originally this was an LSTA grant project. With LSTA grants not being funded this year, the decision was made to do it on a smaller scale. It is in the pilot stages now and will go live in January.

- b) Librarians Advisory Council (LAC) Report – Ms. Ruhnke reported that LAC sent out revisions to the LAC Bylaws to the membership to be voted on in October. The majority of the entire membership needs to vote. At the November 5 meeting voting requirements were not met and the decision was made to extend the deadline. Directors are being contacted that have not yet voted on the Bylaw revisions.
- c) Membership News – Ms. Hubert stated that there are several upcoming retirements.
 - Barb Driesner, Youth Librarian, Edwardsville Public Library – end of December
 - Barb Ulffers, Assistant Director & Cataloger, Hayner Public Library District – end of December
 - Debbie Owens, Director, Fairview Heights Public Library – early January
 - Lester McKiernan, Director, Six Mile Regional Library District – end of March

Mr. Becker gave an update on the Gates Opportunity Online.

Ms. Ruhnke gave a update on Centreville and Venice. Each will receive a concentrated effort in the next two month to see if the situation can be turned around. If not, in the future they may need to go to the Board for suspension of system services.

5. Administration/Fiscal Topics

Ms. Hubert gave an update on the System's cash flow analysis. The first payment has not yet been received. She estimates that it will be February before we need to do anything.

- a) Fiscal Orientation – Ms. Douglas reviewed the Financial Statement.
- b) There were no items to declare fully depreciated, surplus, and available for sale.

6. Planning

- a) Development of January-June Professional Development Offerings – Ms. McKay reported that November 23 staff will attend a CE Brainstorming session to discuss classes to benefit the entire LCLS membership; GateNet classes will be discussed at a later date. A calendar will be put together for January-May. This past semester we decreased the number of classes offered, which has resulted in larger attendances in individual events.
- b) LCLS FaceBook Page – Ms. McKay showed the new Facebook page that she and Mr. Becker have worked on. This is another way to share information with our members and to the public.

7. Miscellaneous

- a) Surplus Monitors – Surplus monitors are available for sale to system staff and the board. Items remaining will be available to the membership. If interested, see Mr. Becker.
- b) Ms. Hubert extended a thank you to the Board for underwriting Bonnie Kilmurray's retirement party.
- c) Illinois 2-1-1 – Ms. Hubert attended a program in Springfield on Illinois 2-1-1. Basically this is a call center of volunteers to let the public know which social

services agencies can address various social needs and how to contact them. 2-1-1 is funded by the United Way and the Missouri Foundation for Health. No government monies were used for this service.

D. Illinois State Library Consultant, Patricia Norris

- Try-It Illinois – Ms. Norris reported that 25 vendors are part of the program. Try-It is a great tool to discover and experiment with new databases.
- Training Grant – There are 15 Training Grants for The Master of Library and Information Science Degree available.
- Online training component (7 hours) for training on advocacy is available for System staff.
- SPILMI – Encourage new directors to apply for this.
- ILEAD-U – Deadline for team applications is November 23.
- Live & Learn Construction Grant Offerings – There is a workshop on November 24 via an Opal Room. Workshop is in Library Learning.
- Capital Needs Assessment Survey – Only 150 out of 600 plus libraries have responded to the survey. The deadline is Friday. All public libraries are encouraged to complete the survey. A report is required for the General Assembly.
- School per capita are due Friday.

VII. Announcements

Ms. Reid announced that she went to the ISLMA Conference in October. Annette Mills was conference chair and did a wonderful job.

VIII. Adjournment

The meeting adjourned at 7:59 p.m.