

**Lewis & Clark Library System
Board Meeting Minutes
February 16, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the February 16, 2010, Consent Agenda: A. Approve minutes of the January 19, 2010, regular Board meeting B. Approve January 2010 financial statements and reports C. Approve January 2010 Bill List in the amount of \$147,527.31	Roll call – approved
VI.A.1.c	Go into closed session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.	Roll call – approved
VI.A.1.c	Return to regular session.	Roll call - approved
VI.A.2.a	Accept Vice-President’s recommendation on closed meeting minutes.	Roll call – approved
VI.B.1	Accept committee recommendation on Board Bylaws with changes.	Roll call – approved
VI.C.1.a	Approve investigating sale of excess land.	Roll call – approved
VI.C.1.a	Approve investigating leasing all or portions of 2 nd floor space.	Roll call – approved
VI.C.2.a	Approve sending Illinois State Library official comments on Proposed Administrative Rules.	Roll call – approved
VI.C.2.b	Approve sending Illinois State Library official comments on the New Standards for Multitype Library Systems.	Roll call – approved
VI.C.5.a	Adopt the resolution regarding the GateNet Reserves.	Roll call – approved
VI.C.5.b	Accept revised FOIA policy.	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 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 Nabe	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. 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 Ms. Reid, seconded by Ms. Wandling, to:

Approve the February 16, 2010, Consent Agenda:

A. Approve minutes of the January 19, 2010, regular Board meeting

B. Approve January 2010 financial statements and reports

C. Approve the January 2010 Bill List in the amount of \$147,527.31

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 communication she received from the Jerseyville Public Library thanking the System for the tangible value letter.

Ms. Hubert shared a letter to a library patron thanking her for a donation to LCLS.

Ms. Hubert shared a letter sent to Glen Carbon Centennial Library congratulating them on receiving the Best Small Library award.

Ms. Hubert discussed a report on Snapshot Day.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Ms. Mendelsohn reviewed 75 ILCS 10/9 – 10/12.
- b) Ms. McDonnell will review 75 ILCS 10/13 – 10/14.5 for March Board meeting.
- c) Ms. Steingrubey stated she received the Executive Director evaluations from the Board and evaluated the results.

At 6:20 p.m. a motion was made by Ms. Reid, seconded by Ms. Wandling, to:

Go into closed session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

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.

At 6:37 p.m. a motion was made by Ms. Reid, seconded by Ms. Wandling, to:

Return to regular session.

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

Ms. Wandling reviewed three closed meeting minutes. Ms. Wandling recommended opening the minutes from September 18, 2007, and that the minutes from May 20, 2008, and February 17, 2009, remain closed.

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

Accept Vice-President’s recommendation on closed meeting minutes.

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.

B. Committees

1. Ms. Steingrubey stated that she, Mr. Paris and Ms. Hubert reviewed the Board Bylaws on February 4, 2010. Discussion centered on proposing combining the Special and Academic Representative and adding a Member Library at Large.

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

Accept committee recommendation on Board Bylaws with changes.

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. Ms. Hubert reported on the Board Election Nominations. There is one nomination for the Academic Representative seat, one member expressed interest in the Public Library Representative seat, and one member expressed interest in the Special Library Representative seat. The open positions will need to be changed to reflect the new language of the Bylaws. That change will be communicated to members next month along with a letter from Ms. Steinbrugy.
- C. Executive Director – Tina Hubert
1. Administrative/Fiscal Topics
 - a) Ms. Hubert reported on the current financial situation. Thanks in a large part to the Save Illinois Libraries campaign, the System has received a check for 35% of the funding. The system has received 100% of grant monies owed. Other methods to generate monies were discussed, such as: selling the excess land and leasing all or part of the second floor.

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

Approve investigating sale of excess land.

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.

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

Approve investigating leasing all or portions of 2nd floor space.

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.

- b) There were no items to be declared as surplus this month. Three bids have been received for the Dodge cargo van. Bids will be opened on Friday, February 19.
- 2. Board Relations
 - a) Proposed Administrative Rules – Ms. Hubert stated that the Administrative Rules for Library Systems carry the force of law behind them and requested the Board review and discuss the proposed Rules.

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

Approve sending Illinois State Library official comments on Proposed Administrative Rules.

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.

- b) New Standards for Multitype Library Systems draft – Ms. Hubert is on the committee and requested the Board review and discuss the new Standards for Multitype Library Systems draft.

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

Approve sending Illinois State Library official comments on Proposed the New Standards for Multitype Library Systems

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.

- c) Electronic Board Packets – Ms. Hubert proposed sending the Board Packets electronically rather than mailing a hard copy. This would eliminate the cost of postage for each mailing, along with the staff time to compile the packets and the cost of producing photocopies. The cost for postage for the February Board mailing was \$31.14. Packets would still be mailed to anyone that requested one. As a trial, the March Board mailing will be sent both electronically and by mail. The motion for electronic board packets was tabled.
3. Personnel Development
 - a) Wall of Appreciation and Accomplishments – Ms. Hubert reported that there is a Wall of Appreciation on the internal wall of the foyer to post little celebrations.
 - b) Business Office – Ms. Douglas reported that the Investment Report will be included each month in the Financial Statement.

Ms. Douglas also expressed her appreciation to Ms. Mendelsohn for conveying the information on the Ameren program that Glen Carbon Centennial Library is using. The Ameren Energy Department has been contacted and LCLS is now locked in on an energy rate, which will result in a savings of \$1,400 over the next two years.

Ms. Douglas also reported that new contracts include language that allows us to cancel contracts when there is reduced funding. There is a new cleaning contract which will result in a \$2,600 per year savings; it is with a new company that will provide more service at a reduced cost. The exterior yard work contract has been renegotiated and will result in a \$1,500 per year savings by providing less service.
4. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported that NSLS and DLS boards are meeting to discuss options such as merging. They have extended the invitation to MLS and PALS.

MSL has put a hold on their Executive Director search.
On Friday, February 19, Ms. Steingrubey and Ms. Hubert will attend a meeting

in Decatur to talk about the future of library systems and how we can collaborate and cooperate. Email Ms. Pernicka if you are interested in attending.

- b) Illinois State Library (ISL) committee(s) work – Ms. Hubert announced that she, Mr. Becker and Ms. Weber will attend the first ILEAD-U retreat in Springfield next week.
 - c) Illinois Library Association work (ILA, ISLMA, etc.) – Ms. Hubert reported statistics from the February 10th Snapshot of a Day in a Library.
5. Membership Relations
- a) GateNet Report – Ms. Bednar reported that there are two levels of GateNet members (full and associate). In January the GateNet membership voted to change the fee formula for associate members. There will be a basic fee of \$100 plus \$.25 per check out. The old fee was based on population. Fees may increase significantly for some members. The GateNet Advisory Board will meet February 17th and information will be sent shortly thereafter to the membership.

Ms. Hubert read a resolution assuring the GateNet membership that their money is secure and the money will remain with GateNet and go back to the GateNet membership should something happen to LCLS, after all GateNet financial obligations are met.

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

Adopt the resolution regarding the GateNet Reserves.

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.

- b) Librarians Advisory Council (LAC) Report – Ms. Ruhnke reported on the February LAC meeting. LAC discussed how to implement their new bylaws concerning representation. The group asked Tina to distribute invitations to serve on LAC to the appropriate membership groups.
 - i. Ms. Ruhnke reviewed changes to the Freedom of Information Act policy.

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

Accept revised FOIA policy.

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.

- c) Changes in Member Status – no changes.
- 6. Planning
 - a) Budget process for FY2011 – Ms. Hubert reported that the budget process has begun. The goal is to budget revenue, not the reserves. First reading for the Board will be at the April meeting.
 - b) SIUE Institute for Urban Research – Ms. Hubert discussed the member survey that SIUE will be working on.
 - c) Technology Report – Mr. Becker reported on the member migration from lcls.org email accounts. Electronic lists will also eventually be moved. LCLS will stop providing email addresses on May 31, 2010. Currently, 80% of members have migrated to new email addresses.
 - Mr. Becker demonstrated the first 60 Seconds of Tech Podcast on Conduit. A new podcast will be up tomorrow.
- 7. Miscellaneous - None

D. Illinois State Library Consultant, Patricia Norris – absent

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 8:37 p.m.