

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

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the March 16, 2010, Consent Agenda: A. Approve minutes of the February 16, 2010, regular Board meeting B. Approve February 2010 financial statements and reports C. Approve February 2010 Bill List in the amount of \$120,304.89	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Wandling, Vice President, presided and called the meeting to order at 6:02 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
Mr. Matthew Paris	Academic Library Representative
Ms. Joyce Reid	School Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Ms. Elizabeth Hauser	Public Library Trustee Over 15,000 Population
Ms. Elaine Steingrubey	Public Library Representative

Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Julia Pernicka	LCLS Executive Assistant

Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager/Workforce Development Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Patricia Norris	Illinois State Library Consultant

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. Nabe, seconded by Mr. Paris, to:

Approve the March 16, 2010, Consent Agenda:

A. Approve minutes of the February 16, 2010, regular Board meeting

B. Approve February 2010 financial statements and reports

C. Approve the February 2010 Bill List in the amount of \$120,304.89

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Absent	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Yes	Ms. Elaine Steingrubey	Absent
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

IV. Communications

Ms. Hubert shared an article from the Collinsville newspaper on Librarians Protecting Privacy written by Norm Schiller.

V. Reports

A. Officers

1. President – Elaine Steingrubey (presented by Pat Wandling)

- a) Ms. McDonnell reviewed 75 ILCS 10/13 – 10/14.5.
- b) Ms. Wandling will review 75 ILCS 10/15 – 10/16 for the April Board meeting.
- c) Report on System Presidents and Directors meeting will be deferred until the April meeting.

2. Vice-President – Pat Wandling

No report.

B. Committees

1. Board Election/Nominations – Ms. Hubert reported that there are nominations for each seat. The ballots will be sent out by April 15 and are due back by May 15. The membership vote will be ratified at the May Board Meeting; election of officers will be at the June Board Meeting.

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics

- a) Ms. Hubert reported on the current financial situation and shared a Financial Status Report on the Area & Per Capita Grant funds. The System has received 62% of funding. The System is more actively pursuing renting the space on the second floor.
- b) There were no items to be declared as surplus this month.

2. Board Relations

- a) Electronic Board Packet review – This month the Board packet was sent both electronically and by US Postal Service. The Board discussed how the electronic version worked for them. Ms. Nabe did not receive the electronic copy. For next month Ms. McDonnell, Mr. Paris, Ms. Reid, Ms. Mendelsohn, and Ms. Norris elected to receive just the electronic packet. Packets will continue to be mailed by USPS to everyone else.

3. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported the System Directors met on March 10-11, 2010, at ALS in Peoria.

At that meeting, Bev Obert, Executive Director, RPLS, reported that there will be a change to Illinois Library Day this year. Rather than meeting in Springfield to visit legislators at the Capitol, ILA is inviting library representatives from across the state to pay a visit to their local legislators' home offices on April 16, 2010. Judy Rake will be coordinating these efforts for the System.

The Systems are trying to work together to find ways to more fully cooperate and collaborate. The goal is to more equitably distribute what funding we have and not duplicate efforts.

On May 6, the Systems will host a joint workshop/videoconference on Privacy. The main presenter will be Barbara Jones, ALA Intellectual Freedom Office.

- b) Illinois State Library (ISL) committee(s) work – Ms. Hubert announced that she,

Mr. Becker and Ms. Weber attend the ILEAD-U retreat in Springfield.

Mr. Becker was a presenter this week at On The Front Lines in Springfield.

On March 29, 2010, Ms. Hubert will attend a meeting at the Illinois State Library when a special committee will be looking at the Administrative Rules.

On April 14, 2010, Ms. Hubert will attend the Illinois State Library Advisory Committee Meeting (ISLAC).

On April 29, 2010, Ms. Hubert will attend the System Presidents & Directors (SP&D) meeting in Springfield.

- c) Illinois Library Association work (ILA, ISLMA, etc.) – Nothing to report.
- d) Other – Ms. Hubert was invited to be on a Smart Women/Smart Money planning committee. This is a program sponsored by Alexi Giannoulis, Illinois State Treasurer. The purpose of SWSM is to empower, encourage and inspire women to take control of their finances as early in life as possible. The local event this year will be May 13, 2010, in Fairview Heights. Ms. Hubert sent an email to the public library directors seeking interest as a group to co-sponsor the event at the Bronze Level (combined total \$1,000) as a way of marketing the participating libraries. Seven libraries have already agreed to participate.

Ms. Hubert reported that she is putting together a panel of public library directors to present at the Illinois Leadership Conference on June, 9, 2010, in Bloomington. The topic is “What Good is a Local Library?”

4. Membership Relations

- a) GateNet Report – Ms. Hubert reported that Ms. Bednar has been working with Worden Public Library and Bunker Hill Public Library on joining GateNet.
Ms. Reid expressed that Ms. Bednar has been extremely helpful to her library with all of their GateNet needs.
- b) Librarians Advisory Council (LAC) Report – Ms. Ruhnke reported on the March LAC meeting. LAC has walked through the Plan of Service and gave suggestions. The first reading for the Board will be at the April meeting.
All LAC representative seats for the upcoming fiscal year are filled:
 - Carol Schaefer, Blackburn College, Lumpkin Library – Academic Libraries
 - Diane Steele, Wood River PL – Public Libraries/GateNet members
 - Sara Zumwalt, Litchfield PLD – Public Libraries/Regular members
 - Annette Mills, Triad CUD #2 – School Libraries/GateNet members
 - Krystina Kelley, Belle Valley SD #119 – School Libraries/Regular members
 - Patti Cunningham, Our Lady of the Snows Apartment Community Library – Special Libraries
 - Magi Henderson, Glen Carbon Centennial Library – Youth Services
 - Jeanette Kampen, Six Mile Regional Library District (Granite City) – Appointed
 - Elaine Steingrubey, Morrison-Talbott Library – Appointed
- c) Changes in Member Status – no changes. Ms. Runke did state that she is going to Venice Public Library tomorrow to assist them with their annual report preparation.

5. Personnel Development

- a) Staff Seating Arrangement Changes – Ms. Hubert reported that there have been changes in staff seating arrangements.
- b) Business Office Report – Ms. Douglas reported that the new budget is being development and will be presented to the Board in April.

The Business Office is in the process of switching to online banking. There will be a \$4/month online charge but will result in deeper savings on postage.

Ms. Douglas also reported that she is working with Mr. Becker on looking at accepting credit card transactions.

6. Planning

- a) FY 2011 Plan of Service – Ms. Hubert reported that next month the Board will have the first reading of the Plan of Service.
- b) FY 2011 Budget – After listening to the Governors budget address, Ms. Hubert located the FY 2011 SOS Budget online and shared an analysis report. Greg McCormick, Illinois State Library, states that the published budget is inaccurate and that the ISL will share information when they can.

The LCLS FY 2011 Budget will be presented to the Board at the April Board Meeting; the budget will balance expenditures with revenues. Reserves will not be incorporated into the FY 2011 Budget.

In order to balance the budget, starting July 1, 2010, full time staff will go from 40 hours/week to 37.5 hours/week. This will result in a 6.25% pay cut for full time employees but will save \$37,000-\$39,000 a year in salaries and benefits. Staff will be notified at the March staff meeting.

The FY 2011 Budget will incorporate an increase of 15% for medical, vision, and dental insurance. We expect to receive the insurance rate at the end of April; depending on what the percentage increase in the rate is actually, we may need to look at increasing the deductible and/or the co-pay.

- c) Technology Report – Mr. Becker gave an update on the email project. The electronic lists have already been changed. Eighty percent of the member libraries have switched to different emails.

IT Pilot Project – Mr. Becker reported on the IT Pilot Project. This will be a form of income for the System and a new service to members (and possibly others). The plan is that initial setup will be onsite and then service will be mostly remote. The first pilot went well. IT staff went to Morrison-Talbott Library and installed a new firewall and wireless access.

7. Miscellaneous – Ms. Hubert noted that there are new Illinois Library Law & Rules books.

Ms. Hubert shared a newspaper article in which she was quoted; it was on the front page of the Saturday St. Louis Post-Dispatch: “Libraries are the hot community gathering spots.”

Ms. Hubert shared a Tax Comparison chart that was part of a PowerPoint presentation at the Edwardsville/Glen Carbon Mayor’s Breakfast. The chart lists several

local libraries and compares various city tax rates, including library tax rates.

- D. Illinois State Library Consultant, Patricia Norris – Ms. Norris gave an overview of the ISL Consultant’s Report which was handed out.

VII. Announcements

Ms. Hubert reported that AT&T said we already have fiber to the building. Soon we will be connected to the street.

Mr. Coleman reported that he has been receiving anonymous letters complaining about the perceived lack of programs at Louis Latzer MPL.

Mr. Coleman stated he made a presentation to the Highland mayor asking them to participate in the renovation of their library. Estimates are in the neighborhood of \$1 million. The city owns the building and will come up with half of the fundraising. It was suggested that since they had 50% of the funding that the Louis Latzer library director contact Ms. Douglas for assistance in applying for the federal grant for rural libraries.

Ms. Reid announced that she will soon turn in a letter of retirement to her school district.

VIII. Adjournment

The meeting adjourned at 7:25 p.m.

Approved by LCLS Board Action 04/20/2010

Linda McDonnell