

**Lewis & Clark Library System
Board Meeting Minutes
April 20, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the April 20, 2010, Consent Agenda: A. Approve minutes of the March 16, 2010, regular Board meeting B. Approve March 2010 financial statements and reports C. Approve March 2010 Bill List in the amount of \$166,065.81	Roll call – approved as corrected
VI.A.1.b	Approve, sign, and send letter to Secretary of State Jesse White requesting the release of funds	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 5:58 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Ms. Linda McDonnell	Public Library Trustee Over 15,000 Population
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. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Ms. Elizabeth Hauser	Public Library Trustee Member at Large
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Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Leslie Bednar	GateNet Manager
Ms. Stacy Bond	Accountant
Ms. Amanda McKay	Marketing 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 Mr. Paris, seconded by Ms. Wandling, to:

Approve the April 20, 2010, Consent Agenda:

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

B. Approve March 2010 financial statements and reports

C. Approve the March 2010 Bill List in the amount of \$166,065.81

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	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

IV. Communications

Ms. Hubert shared a copy of a letter Ms. Reid sent to her school Board announcing her retirement.

Ms. Hubert also shared a letter from Beth Hauser announcing her resignation from the LCLS Board.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Ms. Wandling reviewed 75 ILCS 10/15 – 10/16.
- b) Ms. Steingrubey and Ms. Hubert reported on the February 19 System Presidents and Directors meeting in Decatur they attended with Ms. McKay. The focus was to discuss Systems and funding in the State of Illinois. The Systems noted a need to meet more often to bond together and form a closer collaboration and to not duplicate efforts. It is necessary to look at the overall issues concerning systems, not just individual systems' issues.

System Boards are sending letters to Secretary of State Jesse White requesting the transfer of funds into Live & Learn and then release of funds to Systems. Ms. Steingrubey read a letter to be sent from LCLS to Secretary White.

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

Approve, sign and send the letter to Secretary of State Jesse White requesting the release of funds.

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	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

- c) Open Board Seats – Notice of Ms. Reid's upcoming retirement was received in time for her seat (School Library Representative) to receive nominations and be added to the ballot.

Ms. Hauser's resignation letter was received after nominations had already been called for and therefore was not added to the ballot. Ms. Steingrubey recommended the Board appoint someone to the seat to fill the remaining term. Recommendations to appoint will be discussed at the May Board meeting. Call Ms. Steingrubey with

suggestions.

2. Vice-President – Pat Wandling

No report.

B. Committees

1. Board Election/Nominations – Mr. Paris and Ms. Wandling will work on a slate of officers to present at the May Board meeting. Ms. Hubert reported that the ballot for Board seats was sent electronically by April 15; voting closes May 15. Currently 54 votes have been submitted. 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 there has been no change to the current financial situation. When the new fiscal budget is approved, Ms. Hubert will post a message to the Web site to update LCLS members on our financial situation.

Ms. Hubert shared a chart presented at the State Library Advisory Committee showing the Impact of Reduced Area & Per Capita Grant Funding on Illinois Library Systems, summarizing statewide system cuts.

Ms. Hubert shared a document that was prepared for Illinois Library Advocacy Day 2010 with talking points on Illinois Library Systems Funding.

- b) There were no items to be declared as surplus this month.

2. Planning

- a) FY2011 Plan of Service – the first reading of the Plan of Service occurred.
- b) FY2011 Budget –the first reading of the Budget occurred. Ms. Hubert noted the budget as presented is balanced between revenue and expenditures for the first time this decade.

c) Technology Report – Mr. Becker reported that:

- i. The IT Services project is ready to move forward and will be announced at the next GateNet Meeting and to the general membership via the Web site.
- ii. Email Project – hundreds of email addresses have been moved off of the email server.
- iii. AT&T stopped by today and the hardware for the fiber optics has been installed. Everything should be ready next week. This will take us from 3 mbps to 8 mbps.

3. Board Relations

- a) Southern Systems Cooperating (LCLS, LTLS, RPLS, SHLS) – Ms. Hubert reported that the Southern Systems are putting together a combined Web presence. The name for both the Web presence and the project is Cooperation Today. Cooperation Today is meant to combine consulting information for the Systems and eliminate the need

of each System sending out the same information. For LCLS this will replace Conduit and the Expedition Extra! The consulting subcommittee and the Web subcommittee will both meet in the next two weeks.

- b) Comparison of 9 Systems' Board Meetings – Ms. Hubert shared a spreadsheet Ms. Pernicka created comparing the Illinois Library Systems' Board structures, meetings and minutes.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that since the 2008 Innovative upgrade some members have been having technical issues staying connected to the GateNet database. It appears the answer is to have them connect through a Virtual Private Network (VPN). Members will have to have a firewall but they will not have to pay for a static IP. Ms. Bednar will share the requirements to connect to the VPN at the next GateNet meeting.

Ms. Bednar shared the new GateNet brochure. Some corrections were noted and the brochure will be revised for distribution at the next GateNet meeting.

- b) Librarians Advisory Council Report – Ms. Ruhnke reported on the April LAC meeting. LAC reviewed the Plan of Service. There is a full slate for open LAC seats, the new representatives will be seated at the September meeting.
- c) Changes in Member Status – No changes to report.
- d) Analysis of Continuing Education – Ms. McKay reported that NSLS provided a data dump of the L2 evaluations. Since July 1, 2009, LCLS had 33 CE events (non LLSAP), 16 courses were rated 'good' and 17 courses were flagged as 'needs improvement'. The two main areas for improvement are: 1) more effective program materials, and 2) promotion of courses. We will be addressing the issues identified.

5. Personnel Development

- a) Ms. Bond reported that the Business Office has started the online bill paying process with the Bank of Edwardsville.

Ms. Bond also reported that for monthly invoices that are the same each month, going forward they will have one annual invoice which includes a voucher booklet. This will result in savings of both time and money.

- b) LCLS Staff – Ms. Hubert reported that with the new budget, one position was reduced. The staff member elected to terminate right away and received a payout.

6. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported that the May ILSDO meeting will focus on working on a fundraising campaign. The May meeting will be at Lincoln Trail Libraries System and will be Joe Harris's last ILSDO meeting.
- b) Illinois State Library (ISL) committee(s) work – Ms. Hubert reported on the ISLAC videoconference on April 14. Amanda Trimmer, Secretary of State Budget Office, reported they are waiting on action from the General Assembly. There is talk that there may be a 6 month budget.
- c) Illinois Library Association work (ILA, ISLMA, etc.) – Nothing to report.

d) Other – Ms. Hubert reported that while she met with the Smart Women/Smart Money planning committee, she will not be able to attend the conference on May 13, 2010, in Fairview Heights (ILSDO conflict). Ms. Ruhnke, Ms. Pernicka and Ms. Petty will attend. LCLS and 12 member libraries cooperated to be a bronze sponsor for the event. The cost came to \$77 per library. Ms. Pernicka is putting together a half page ad for the program, *Top 10 Reasons Smart Women Use Their Library*, and Ms. McKay is working on a table-top display for the exhibitor table. This will be an excellent vehicle to market libraries to an audience of approximately 400 people.

Ms. Hubert reported on the Illinois Leadership Conference on June, 9, 2010, in Bloomington. Directors from six libraries will be on a panel presentation. The topic is “What Good is a Local Library?” The panelists represent a cross section of public libraries statewide.

7. Miscellaneous – As part of the access to justice mini grant, Ms. Ruhnke announced that two webinars have been scheduled:

* Introducing Library Staff to the Uses of Illinois Legal Aid Online Free Resources – May 11, 2010

* Empowering Library Staff to Use Online Legal Resources to Assist Library Users in Financial Crisis: Information on Foreclosure, Consumer Debt and Unemployment – June 17, 2010

Ms. Pernicka reminded everyone the Statement of Economic Interest forms need to be turned in.

Ms. Hubert reported that the surveys created by the SIUE Institute for Urban Research will be mailed to the members this week. The survey focuses on what the libraries need in the future, not what we are currently doing. SIUE will compile the results and provide the System with a report.

Little things can make a big difference. Ms. Hubert commented that with all the cutbacks she is looking at little things that can make a difference to staff. It was brought to her attention that the drivers miss the bottled water that was in back. Now, each afternoon there is a cart in back with ice and water.

Ms. Hubert would like to thank Donna Vesper and Sarah Heuertz. The entrance carpeting was looking extremely bad. Ms. Vesper brought in her own steam cleaner and she and Ms. Heuertz worked on several areas of the carpeting. They did an amazing job.

D. Illinois State Library Consultant, Patricia Norris – In addition to the April ISL Consultant’s Report which was handed out, Ms. Norris noted that if there are questions on the IPLAR about the Public Library Per Capita Grant, while some were funded by LSTA funds, all public libraries are to report that income as per capita (state) funds not federal funds.

Springfield is preparing for a massive rally on Wednesday. They are anticipating between 15,000-20,000 to march on the Illinois State Capitol.

Don’t expect School Per Capita Grant funds until fall.

VII. Announcements

Ms. Hubert shared a report from OCLC on, “Libraries: How they stack up”. The report provides a snapshot of the economic impact of libraries.

Ms. Hubert shared the updated LCLS organizational chart which reflects the staff reductions.

Ms. Reid and Ms. Steingrubey each said their libraries received the NEH, We the People Bookshelf Grant.

VIII. Adjournment

The meeting adjourned at 7:56 p.m.

Approved by LCLS Board Action 05/18/2010

Linda McDonnell