

**Lewis & Clark Library System
Board Meeting Minutes
May 18, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the May 18, 2010, Consent Agenda: A. Approve minutes of the April 20, 2010, regular Board meeting B. Approve April 2010 financial statements and reports C. Approve April 2010 Bill List in the amount of \$221,236.49	Roll call – approved
VI.A.1.b	Appoint Jim Fenton, Carlinville Public Library, to the Public Library Trustee at Large seat vacated by Beth Hauser.	Roll call – approved
VI.B.2.a	Ratify member vote for new Directors: Carol Stookey, Academic/Special Library Representative April Hosto, Library Member At Large Representative Diane Steele, Public Library Member Representative Annette Mills, School Library Member Representative	Roll call – approved
VI.B.2.b	Accept Slate of Officers for FY2010-2011	Roll call – approved
VI.C.1.a	Endorse Executive Director’s decisions regarding layoffs	Roll call – approved
VI.C.1.c	Go into closed session to discuss the setting of a price for sale or lease of property owned by the public body 5 ILCS 120/2 (6)	Roll call – approved
VI.C.1.c	Return to regular session	Roll call – approved
VI.C.2.a	Accept the FY2011 Plan of Service with the amendment	Roll call – approved
VI.C.2.b.	Approve LCLS Budget for FY 2010-2011	Roll call – approved
VI.C.2.c	Approve the LCLS Per Capita Grant application	Roll call – approved
VI.C.3.b	Approve the discontinuance of the provision of dinner for Board meetings	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, 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 Over 15,000 Population
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:

Mr. Matthew Paris	Academic Library Representative
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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	LCLS GateNet Manager
Ms. Stacy Bond	LCLS Accountant
Juliette Douglas	LCLS Business Manager
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Patricia Norris	Illinois State Library Consultant
Jim Fenton	Carlinville Public Library
April Hosto	Madison County Law Library
Annette Mills	Triad High School
Diane Steele	Wood River Public Library

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. Coleman, to:

Approve the May 18, 2010, Consent Agenda:

- A. Approve minutes of the April 20, 2010, regular Board meeting**
- B. Approve April 2010 financial statements and reports**
- C. Approve the April 2010 Bill List in the amount of \$221,236.49**

A roll call vote was taken.

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

Motion carried.

IV. Communications

Librarians Rock – Ms. Hubert announced that Joyce Reid received the Beacon of Quality Teacher Award for 2010 from the Roxana School District. Ms. Reid also received a standing ovation. Congratulations, Joyce.

Ms. Hubert also shared an article in the Edwardsville/Glen Carbon newsletter, Common Ground, advertising the 10th Anniversary for Smart Women Smart Money conference. Lewis & Clark Library System was mentioned as a regional sponsor.

Ms. Hubert passed around the May 1, 2010, issue of Library Journal. Included in the PLA Conference Report is a section on Glen Carbon Centennial Library receiving the 2010 Best Small Library in America Award. There is a photo of Ms. Steingrubey, Diane Steele and Anne Hughes .

Ms. Hubert shared a Certificate of Appreciation the System received from Edwardsville High School. The certificate is “In recognition of Lewis & Clark Library system who is hereby acknowledged as having provided guidance, on-the-job training, and evaluation through the Cooperative Education Program offered by Edwardsville High School for the student learner Mary Mang during the 2009-2010 school year.”

Ms. Hubert shared an article, *Balancing the Books*, from the May 3, 2010, Alton Telegraph. The article discussed fees that Greenfield Public Library may incur from LCLS and how they would affect their patrons. The article contained several erroneous details and Greenfield Public Library has been contacted.

V. Reports

A. Officers

1. President – Elaine Steingrubey
 - a) Visit to Secretary Jesse White – Ms. Steingrubey reported that she, Diane Steele, and Judy Rake met with Secretary of State Jesse White in Springfield on Wednesday, May 12, 2010. Both Representative Beiser and Senator Haine had suggested meeting with Secretary White to make a plea for library funding. During the meeting Secretary White stated that he and his office prefer that funding go directly

to libraries for the end user.

- b) Open Board Seat – Ms. Steingrubey suggested that Jim Fenton be appointed to the open Board seat.

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

Appoint Jim Fenton, Carlinville Public Library, to the Public Library Trustee at Large seat vacated by Beth Hauser.

A roll call vote was taken.

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

Motion carried. Mr. Fenton was given the Oath of Office.

2. Vice-President – Pat Wandling – no report

B. Committees

1. Appoint Personnel Committee – Ms. Hubert reported that this was not needed at this time and could be removed from the agenda.
2. Board Election/Nominations
- a) Board Election results -

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

Ratify member vote for new Directors:

Carol Stookey, Academic/Special Library Representative
April Hosto, Library Member At Large Representative
Diane Steele, Public Library Member Representative
Annette Mills, School Library Member Representative

A roll call vote was taken.

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

Motion carried.

- b) Presentation of Officers slate FY 2010-2011 – Ms. Steingrubey presented the Slate of Officers:

Linda McDonnell, President
Ron Coleman, Vice President
JoAnn Nabe, Treasurer
Susan Mendelsohn, Secretary

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

Accept Slate of Officers for FY2010-2011.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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. Executive Director – Tina Hubert

At this time Ms. Hubert began with VI.C.6.a to report on the ILSDO meeting on May 12-13 in Champaign. Anne Craig, Greg McCormick and Lawren Tucker attended the meeting on Thursday. Anne Craig's message included:

- No financial relief is in sight. The state's 6-month reimbursement delays will grow longer and will likely continue for the next three to four years. The earliest we can expect any payment is November or December.
 - The System boards should approve a fully funded FY2011 budget at the May 2010 meeting and submit it to ISL as part of our area and per capita grant.
 - It is imperative to preserve the state's strong resource sharing tradition by continuing Delivery and the work of the LLSAPs. Systems might not be able to continue consulting and continuing education and layoffs may be necessary.
 - System consolidation has to happen. It would be best if system boards did this together, however, if consolidation does not occur ISL will proceed to reduce the number to one or two.
 - Work toward a single statewide library services organization with a single Delivery service, and a combined statewide LLSAP.
 - Systems will need to close buildings no longer needed.
1. Administrative/Fiscal Topics
 - a) Financial Situation –
 - i. Ms. Hubert distributed a Budget Message regarding the financial situation. As a result of the message from the State Library, she has met with the managers and all of the consulting staff will be laid off. Staff have been notified if they are being laid off. Staff members affected are Charm Ruhnke, Juliette Douglas, Judy Rake, Amanda McKay and Linda Petty. The Executive Director position will

not be filled and Ms. Hubert will recommend at the June meeting that Leslie Bednar be named Acting Director. LCLS still awaits \$388,000 left in appropriations. Without additional money, there is only enough in reserves to last through October. Laying off staff now will result in enough money to keep Delivery, LLSAP and some technical services through the end of January. Options that are being considered include: 1) Selling land, 2) Renting 2nd floor, 3) Selling support services, and 4) Donation campaign.

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

Endorse Executive Director's decisions regarding layoffs.

A roll call vote was taken.

Mr. Ronald Coleman	No	Mr. Matthew Paris	Absent
Mr. Jim Fenton	No	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.

President Steingrubey expressed that this motion is a simple statement of necessity. The State Library clearly stated that Systems must do whatever is necessary to preserve automation and delivery, and that no further payments of funds already appropriated for Library Systems would be forthcoming until the end of the calendar year. President Steingrubey felt it necessary to give the Board's support to the decision the executive director was compelled to make in light of this mandate from the Illinois State Library.

- ii. Donations - Ms. Hubert reported that LCLS has started a donation campaign directed toward the general public.
- b) There were no items to be declared as surplus this month.
- c) Realtor agreement/contract – Ms. Hubert and Ms. Douglas were invited to join the Board in closed session.

At 6:46 a motion was made by Ms. Mendelsohn, seconded by Ms. Reid, to:

Go into closed session to discuss the setting of a price for sale or lease of property owned by the public body. (5 ILCS 120/2 (6))

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	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.

At 7:05 a motion was made by Ms. Mendelsohn, seconded by Ms. Nabe, to:

Return to regular session.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	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.

Ms. Hubert shared a diagram of LCLS & GateNet Revenues & Expenditures Streams.

2. Planning

- a) FY2011 Plan of Service – Ms. Hubert read a clause to be added to the bottom of page one of the Plan of Service, “Priority will be given to Goal C: Enhance resource sharing among LCLS members, specifically courier services and the LLSAP. Other goals will be addressed as finances allow.”

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

Accept the FY2011 Plan of Service with the amendment.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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) FY2011 Budget – The FY2011 Budget is the same as presented.

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

Approve LCLS Budget for FY 2010-2011.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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) Annual Area & Per Capita grant application – Ms. Hubert reported that the grant application is complete with the approved Plan of Service and FY2011 Budget.

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

Approve the LCLS Per Capita Grant application.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	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.

- d) Technology Report – Mr. Becker reported that:
- The fiber optic installation was two weeks ago and went well.
 - He has been working with the Business Office and everything is set up to accept credit cards.
 - Only two weeks remain until access to the email system is disabled.

3. Board Relations

- a) Cooperation Today (LCLS, LTLS, RPLS, SHLS) – Ms. Hubert mentioned that the four Systems are still in talks about sharing services.
- b) Board Dinners – With the current budget crisis, Ms. Reid recommended that dinner before the Board meetings be discontinued.

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

Approve the discontinuance of the provision of dinner for Board meetings.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	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.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that Bunker Hill School District will be adding an additional school to the GateNet membership. This will bring the count up to 60 libraries.

Worden Public Library is looking into how to budget implementation and membership fees. They plan to join GateNet as soon as they can.

- b) Librarians Advisory Council Report – Ms. Ruhnke reported on the May LAC meeting. LAC reviewed the Revised Mileage Reimbursement Procedure. There is a full slate for open LAC seats, the new representatives will be seated at the September meeting. Carol Schaefer, Sara Zumwalt, Krystina Kelley, and Patti Cunningham will begin their first term. Elaine Steingrubey has been elected Chair. LAC also discussed Cooperation Today and the new Donation campaign. Ms. Ruhnke also gave an overview of the Smart Women Smart Money Conference.
- c) Changes in Member Status – No changes to report. Ms. Ruhnke did report that she has been working with Venice Public Library and they have completed their IPLAR ahead of schedule.

5. Personnel Development

- a) Business Office Report – no report
- b) Quarterly Performance Management meetings – All QPM meetings were held. Goals will need to be revised.
- c) Use of personal vehicles for business – Ms. Hubert discussed the Revised Mileage Reimbursement Procedures memo that was distributed. The major change is if an employee uses their personal vehicle for company business when an LCLS vehicle is available, they will only be reimbursed for the cost of fuel.

6. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported on the May ILSDO meeting at the beginning of the meeting under the Executive Director section (V.I.C).
- b) Illinois State Library (ISL) committee(s) work – Ms. Hubert reported that she will be in Chicago May 25-27, 2010, for ISL training grant interviews.
Ms. Hubert reported that she, Kevin Becker, and Brook Weber will attend the ILEAD U Retreat on June 14-17. She will return for the Board Meeting on June 15.
- c) Illinois Library Association work (ILA, ISLMA, etc.) – Ms. Hubert reported that Amanda McKay has been elected to the ILA Executive Board. Congratulations, Amanda.
- d) Other – Ms. Hubert distributed a copy of her resignation letter.

7. Miscellaneous – None

- D. Illinois State Library Consultant, Patricia Norris –The May ISL Consultant’s Report was distributed. Ms. Norris also expressed her sadness about friends and colleagues leaving and wished the System her very best.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 7:36 p.m.

Approved by LCLS Board Action 06/15/2010

Linda McDonnell