



**Lewis & Clark Library System
 Board Meeting Minutes
 June 15, 2010
 LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	<p>Approve the June 15, 2010, Consent Agenda:</p> <ul style="list-style-type: none"> A. Approve minutes of the May 18, 2010, regular Board meeting B. Approve the May 2010 financial statements and reports C. Approve the May 2010 Bill List in the amount of \$102,761.03 D. In order to pay the bills through June 30, 2010, the business office be authorized to close the books as of July 31, 2010, for the fiscal year ending June 30, 2010 E. Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget F. Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget G. Approve The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, and Illinois Funds as depositories for FY 2010-2011. In addition, System funds may be invested with discretion in U.S. obligations or deposits by a federal agency H. Adopt Prevailing Wage Rates I. Empower the Executive Director to work with The Bank of Edwardsville or other local bank to secure, if necessary, grant anticipation notes on a month-to-month basis. These notes will be paid immediately upon receipt of State of Illinois grant funds J. Approve authorization for wire or other electronic fund transfers to and from The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, or Illinois Funds for payment to EFTPS, IMRF, or other LCLS vendors 	Roll call – approved as amended

	<p>K. Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month July 1, 2010, through June 30, 2011, (except August 2010 and December 2010 when no meetings will be held) at 6:00 p.m. at locations agreed upon.</p> <p>L. Name John Gilbert and Phil Lenzini as the legal counsels for the Lewis & Clark Library System</p> <p>M. Approve Drug Free Workplace Policy Certification</p> <p>N. Encourage LCLS staff to seek and secure grant funds for projects benefiting LCLS and its members</p> <p>O. Authorize the payment of all usual and regular bills in the event the Board of Directors is not able to meet, or a quorum is not present, during any regularly scheduled Board meeting and for the months of August and December 2010 when a Board meeting is not scheduled</p>	
VII.	Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month July 1, 2010, through June 30, 2011, (except December 2010 when no meetings will be held) at 6:00 p.m. at locations agreed upon.	Roll call – approved
V.A.1.a	Resolve to commend Matt Paris, Joyce Reid, Elaine Steingrubey, and Pat Wandling for their contributions to the development of the System and through it the strengthening of all member libraries, with appreciation / gratitude / thanks.	Roll call – approved
V.A.1.b	Accept Tina Hubert’s resignation as Executive Director effective June 30, 2010.	Roll call – approved
V.A.1.c	Move into Executive Session for the appointment, 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
V.A.1.c	Return into regular session.	Roll call – approved
V.A.1.c	Appoint Leslie Bednar as Acting Director effective July 1, 2010, with authorization to fulfill any director duties in the absence of Ms. Hubert during the month of June and to approve the Professional Services Employment Agreement between LCLS Board and Leslie Bednar for period of July 1 – December 31, 2010.	Roll call – approved
V.A.1.d	Resolve to recognize and applaud all LCLS staff for their allegiance and devotion of their minds, hearts, and deeds in order for the System to advance libraries in successfully serving the evolving needs of their communities.	Roll call – approved

V.B.1	Elect Board Officers for FY2010-2011 as follows: Linda McDonnell, President Ron Coleman, Vice President JoAnn Nabe, Treasurer Susan Mendelsohn, Secretary	Roll call – approved
V.C.1.c	Approve the appointment of Stacy Bond as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the Lewis & Clark Library System, with all the powers and authority vested in the IMRF Authorized Agent, including filing Petition for Nominations of an Executive Trustee of IMRF and to a Ballot for Election of an Executive Trustee of IMRF.	Roll call – approved
V.C.2.b	Appoint Kevin Becker as the LCLS Freedom of Information Act (FOIA) Officer.	Roll call – approved
V.C.2.c	Appoint Kevin Becker as the LCLS Open Meetings Act Officer.	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
Mr. James Fenton	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
Harriett Zipfel	Belleville 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 Mr. Coleman, seconded by Ms. Wandling, to:

Approve the June 15, 2010, Consent Agenda:

- A. **Approve minutes of the May 18, 2010, regular Board meeting**
- B. **Approve the May 2010 financial statements and reports**
- C. **Approve the May 2010 Bill List in the amount of \$102,761.03**
- D. **In order to pay the bills through June 30, 2010, the business office be authorized to close the books as of July 31, 2010, for the fiscal year ending June 30, 2010**
- E. **Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget**
- F. **Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget**
- G. **Approve The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, and Illinois Funds as depositories for FY 2010-2011. In addition, System funds may be invested with discretion in U.S. obligations or deposits by a federal agency**
- H. **Adopt Prevailing Wage Rates**
- I. **Empower the Executive Director to work with The Bank of Edwardsville or other local bank to secure, if necessary, grant anticipation notes on a month-to-month basis. These notes will be paid immediately upon receipt of State of Illinois grant funds**

- J. Approve authorization for wire or other electronic fund transfers to and from The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, or Illinois Funds for payment to EFTPS, IMRF, or other LCLS vendors
- K. Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month July 1, 2010, through June 30, 2011, (except August 2010 and December 2010 when no meetings will be held) at 6:00 p.m. at locations agreed upon.
- L. Name John Gilbert and Phil Lenzini as the legal counsels for the Lewis & Clark Library System
- M. Approve Drug Free Workplace Policy Certification
- N. Encourage LCLS staff to seek and secure grant funds for projects benefiting LCLS and its members
- O. Authorize the payment of all usual and regular bills in the event the Board of Directors is not able to meet, or a quorum is not present, during any regularly scheduled Board meeting and for the months of August and December 2010 when a Board meeting is not scheduled

Ms. Steingrubey recommended that due to the current environment with the Systems and the possible need for an additional meeting in August that Item K be removed from the consent agenda. 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 as amended.

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

Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month July 1, 2010, through June 30, 2011, (except December 2010 when no meeting will be held) at 6:00 p.m. at locations agreed upon.

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.

IV. Communications

Ms. Hubert shared several media articles specific to LCLS regarding Illinois library system cuts in service and staff.

Ms. Hubert shared correspondence received from DEMCO expressing their sadness at the nine library systems' financial hardship and reassuring us that they will continue to provide discount pricing to our libraries.

Ms. Hubert received a card from the Illinois State Treasurer's office thanking LCLS for our support of the Smart Women Smart Money Conference.

Ms. Hubert also shared a copy of the System Director's Memo #10-021 from Anne Craig (ISL) discussing System Mergers.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Resolution for Retiring Board members – Ms. Steingrubey read the resolutions to the retiring Board Members. Each member received a copy of their resolution and a copy will also be sent to their library

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

Resolve to commend Matt Paris, Joyce Reid, Elaine Steingrubey, and Pat Wandling for their contributions to the development of the System and through it the strengthening of all member libraries, with appreciation / gratitude / thanks.

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.

- b) Accept Executive Director's resignation – Ms. Steingrubey stated that last month the

Board received Ms. Hubert's resignation letter but it was not formally accepted.

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

Accept Tina Hubert's resignation as Executive Director effective June 30, 2010.

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.

- c) Appoint Acting Director - Ms. Steingrubey invited Ms. Hubert to go into executive session with the Board.

At 6:24 pm a motion was made by Ms. Wandling, seconded by Ms. Nabe, to:

Move into Executive Session for the appointment, 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
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 6:36 pm a motion was made by Ms. Nabe, seconded by Ms. Wandling, to:

Return into regular session.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
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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.

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

Appoint Leslie Bednar as Acting Director effective July 1, 2010, with authorization to fulfill any director duties in the absence of Ms. Hubert during the month of June and to approve the Professional Services Employment Agreement between LCLS Board and Leslie Bednar for period of July 1 – December 31, 2010.

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) Recognize LCLS staff service – In order to recognize all the hard work and loyalty of the LCLS staff during these turbulent times, and in light of the fact that they have not received raises in the past couple of years, Ms. Steingrubey stated that the Board has written letters of recognition to all staff.

In addition, Ms. Hubert wished to recognize milestones in years: Julia Pernicka – 5 years; Dr. Sarah Heuertz, Bruce Gates and Donna Vesper – 20 years; and Sherry Highley – 30 years. Bricks will be ordered for the patio.

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

Resolve to recognize and applaud all LCLS staff for their allegiance and devotion of their minds, hearts, and deeds in order for the System to advance libraries in successfully serving the evolving needs of their communities.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
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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. Steingrubey stated that last month it was with regret that out of necessity she had to endorse staff layoffs. Ms. Steingrubey wished to go on record as saying, *“I am deeply disappointed that the State fails to recognize the value of System services, such as consulting and continuing education. The state has chosen to force Systems to serve only a portion of their membership. The members who do not belong to the System LLSAP and receive only minimal delivery, rely on the Library System for many other services. The State Library is failing those libraries and all libraries for whom Systems have provided the assistance needed to provide services to their end users. While automation and delivery are the most visible to the end user, libraries will now be forced to spend less time serving those end users and more time searching for the information and expertise that Library Systems provided.”*

2. Vice-President – Pat Wandling – no report
Ms. Wandling expressed her appreciation for her time on the Board. It has been fun, educational, and heartbreaking at times.

B. Committees

1. Election of Officers

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

Elect Board Officers for FY2010-2011 as follows:

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

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.

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics

- a) Financial Situation – Ms. Hubert reported that there is currently enough in reserve to last through January 31, 2011. It is anticipated that we would receive the last payment of \$388,000 from the state by the end of December. If so, we would be able to operate (payroll and regular bills) until the end of September 2011 without any more funds.
 - i. Donations – Ms. Bond reported that to date we have received \$799.50 in donations.
 - ii. Audit – Ms. Bond reported they are getting ready for the audit which will begin July 12.
- b) Realtor agreement/contract – Ms. Hubert reported that they are ready to sign the leasing agreement with the realtor. Ms. Hubert has also approved the brochure. The realtor will provide pros and cons for the Board to consider.
- c) IMRF authorized agent –

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

Approve the appointment of Stacy Bond as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the Lewis & Clark Library System, with all the powers and authority vested in the IMRF Authorized Agent, including filing Petition for Nominations of an Executive Trustee of IMRF and to a Ballot for Election of an Executive Trustee of IMRF.

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.

2. Planning

- a) Technology Report – Mr. Becker reported that this last month LCLS stopped providing email service for its members. Over 800 emails were moved over.
 - Mr. Becker reported that he has also been working on the ILEAD U grant with Brook Weber.
 - Mr. Becker demonstrated the link to add a catalog search box to your toolbar.

b) Freedom of Information Act Officer

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

Appoint Kevin Becker as the LCLS Freedom of Information Act (FOIA) Officer.

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.

c) Open Meetings Act Officer

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

Appoint Kevin Becker as the LCLS Open Meetings Act Officer.

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.

3. Board Relations

- a) Restructuring Regional Multitype Library Systems – Ms. Hubert read the System Director’s Memo #10-021 from Anne Craig regarding system mergers with a quote from the Comptroller’s Quarterly.

Over the past few years the Southern Systems (SHLS, LTLS, RPLS and LCLS) had already started working together and sharing expertise (E-Rate and Plinkit) and had started working towards a shared web presence (Cooperation Today).

On February 19 there was a meeting at RPLS of the System Directors and Board Presidents to discuss the financial solution and the System boards working together.

NSLS is basically out of business.

SHLS and LTLS had a meeting to discuss a Joint Future Planning Task Force. LCLS was not invited to attend. LCLS was invited to attend the June 22 meeting in Vandalia. Ms. Steingrubey, Ms. McDonnell, and Ms. Bednar will attend.

John Richmond, ALS President, contacted Ms. Steingrubey to open dialogue to discuss what plans LCLS has.

The northern systems (NSLS, MLS, DLS, PALS, ALS) have submitted a letter of intent for merger and have hired Jane Arsenault as a facilitator for the merger.

Ms. Bednar discussed the various LLSAPs currently being used by the systems and possible options to merge LLSAPs. The southern systems have already begun looking at vendors and three are being considered for software. Systems would not need to move at the same time. LLSAP support could be shared among the systems.

Ms. Hubert discussed the Future of Illinois Library Cooperation. This is an ILA project that was started last fall. The task forces gathered information and data on alternate plans for services, structures, and funding for cooperative regional and statewide library services. The reports will be posted on the ILA Web site by June 25.

4. Member Relations

- a) GateNet Report – Ms. Bednar’s GateNet report was given above.

5. Personnel Development

- a) Contracts – For insurance purposes, Juliette Douglas, Charm Ruhnke and Amanda McKay’s last date of employment was the end of May. They then signed contracts and are working reduced hours. Ms. McKay will work until the end of June, Ms. Ruhnke will work through the middle of July and Ms. Douglas will work through the end of July. Linda Petty will continue working her regular hours though the end of June.

6. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – no report
b) Illinois State Library (ISL) committee(s) work – no report
c) Illinois Library Association work (ILA, ISLMA, etc.) – no report
d) Other – no report

7. Miscellaneous – Ms. Bond requested that the new Board officers remain at the end of the meeting. She needs signatures for banking purposes.

Ms. Hubert stated that this was her last Board Meeting here and wanted to say, “It has been truly an honor, privilege, and pleasure working with the Board and the members. It has also been challenging, frustrating and enjoyable. Thank you.”

Everyone is invited to attend an LCLS Recognition Evening on Tuesday, June 22, at El Maguey Mexican Restaurant. The time is 5:00-7:00 pm.

Mr. Coleman discussed Louis Latzer Memorial Public Library’s search for three new board members and the level of involvement the city is taking.

Ms. Steingrubey and Ms. Reid discussed their experience on the Board.

D. Illinois State Library Consultant, Patricia Norris – No report.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 7:54 p.m.

Approved by LCLS Board Action 07/20/2010

Linda McDonnell