

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

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the July 20, 2010, Consent Agenda: A. Approve minutes of the June 15, 2010, regular Board meeting B. Approve the June 2010 financial statements and reports C. Approve the June 2010 Bill List in the amount of \$262,134.33	Roll call – approved
V.C.1.a.iv	Approve the Board Resolution Regarding Relationships with Financial Institutions (Attached):	Roll call – approved
V.C.1.b	Pursue the sale of the two parcels of land (.35 acres and 1.2 acres)	Roll call – approved
V.C.2.a.ii	Endorse the goal statement for the Southern Systems	Roll call – approved
V.C.2.a.ii	Accept the Southern System Planning Process	Roll call - approved
V.C.2.a.ii	Formally appoint four members and an alternate to the planning panel. LCLS members are: Ron Coleman Linda McDonnell JoAnn Nabe Diane Steele Elaine Steingrubey, Alternate	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 6:00 p.m.

B. Welcome New Board Members

Ms. McDonnell, welcomed the new Board members, April Hosto, Annette Mills, Diane Steele and Carol Stookey.

C. Administer Oath of Office

Ms. McDonnell administered the Oath of Office to Ms. Hosto, Ms. Mills, Ms. Steele and Ms. Stookey.

D. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Mr. James Fenton	Public Library Trustee Member at Large
Ms. April Hosto	Library Representative at Large
Ms. Linda McDonnell	Public Library Trustee Over 15,000 Population
Ms. Susan Mendelsohn	Public Library Trustee Under 15,000 Population
Ms. Annette Mills	School Library Representative
Ms. JoAnn Nabe	Public Library Trustee Member at Large
Ms. Diane Steele	Public Library Representative
Ms. Carol Stookey	Academic/Special Library Representative

Members absent:

None

Others present:

Ms. Leslie Bednar	LCLS Acting Executive Director/GateNet Manager
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Kevin Becker	LCLS Technology Development Manager
Mr. Nicholas Bennyhoff	LCLS Web Services Specialist
Ms. Stacy Bond	LCLS Accountant
Ms. Juliette Douglas	LCLS Independent Consultant
Ms. Anne Craig	Director, Illinois State Library
Mr. Lawren Tucker	Chief Deputy Director, Illinois State Library
Ms. Barbara Rhodes	Mississippi Valley Public Library District

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

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

Approve the July 20, 2010, Consent Agenda:

A. Approve minutes of the June 15, 2010, regular Board meeting

B. Approve June 2010 financial statements and reports

C. Approve the June 2010 Bill List in the amount of \$262,134.33

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

IV. Communications

Ms. Bednar shared several emails relating to System mergers.

Ms. Bednar shared a card from Tina Hubert thanking Board and staff for their well wishes on her leaving LCLS to be Director at Six Mile Regional Library.

Ms. Bednar shared correspondence announcing that Anne Hughes, Director, Glen Carbon Centennial Library, has received ILA's Librarian of the Year award and Magi Henderson, Youth Services Director, Glen Carbon Centennial Library, has received the ILA Youth Services Forum's Golden Ticket. Their library was also voted Best Small Library in America 2010.

V. Reports

A. Officers

1. President – Linda McDonnell
Ms. McDonnell reported on the ALA Conference she attended June 25-29 in Washington, DC.
2. Vice-President – Ron Coleman – no report

B. Committees – no reports

C. Acting Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics
 - a) Financial Situation –Ms. Douglas gave an update on the current cash flow. LCLS will be able to make it through December with no additional funds from ISL. If the remaining FY2009-2010 funds are received in December, LCLS will be able to make it through June 30, 2011.
 - i. Update on System funding from Illinois State Library – Anne Craig reported that

the FY2011 budget is complete on paper. The amount of funding is level with last year but there is a gap between paper versus reality. There is a larger amount of unpaid debt waiting for funding. The State Library anticipates that all FY2010 money should be received by library systems by December 31. They also anticipate that FY2011 will be worse in terms of payment delays.

Ms. Craig recommended frequently checking the [Comptroller's Web Site](#) for any updated information. Ms. Craig urged everyone to read An Open Letter to Illinois Service Providers. She also recommends reading Christopher Koch's Superintendent's Weekly Messages on the [Illinois State Board of Education](#) Web site.

Ms. Craig reported that the State Library supports the library systems efforts to merge. This will help eliminate duplication of efforts and survival will be easier. Ms. Craig stated that library system boards are in charge but the ISL will 'raise a flag' if they need to. She also recommended going through the Administrative Rules.

Lawren Tucker, expressed appreciation for the hard decisions made by this Board and Boards across the State. Mr. Tucker stated that we are in an unusual and difficult situation that calls for unusual and difficult decisions. Mr. Tucker expressed that one of the key factors guiding the systems should be to find the most efficient and economical means to get key services done.

- ii. Donations – Ms. Bond reported that since the donation campaign started the 1st of May we have received \$1,200 in donations. They are looking into starting another donation campaign in a different form.
- iii. Audit – Ms. Bond reported that the auditors were here last week for two days. In previous years they have been here for two weeks. The auditors may still come back with some questions but everything seems to be going smoothly.
- iv. Bank Resolutions – Ms. Douglas discussed bank policy changes regarding signatures. One of the banks does require a copy of the Board minutes with the bank resolution. The bank resolution was read to the Board.

A motion was made by Ms. Steele, seconded by Ms. Hosto, to:

Approve the Board Resolution Regarding Relationships with Financial Institutions (Attached):

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	No	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

- b) Realtor brochure – Ms. Douglas stated that last year as part of the sustainability initiative, the Board agreed to look into lease of all or part of the second floor as another source of income. Ms. Douglas distributed a flyer from Kunkel Commercial Group advertising the available space for lease. The ultimate goal would be to keep the Large Meeting Room and Kitchen and share with potential lessee. This was included in the Plan of Service to the ISL.

Ms. Douglas discussed the possible sale of two extra parcels of land. She also distributed a flyer “for illustrated purposes only” from Kunkel Commercial Group to see if the Board is interested in pursuing. The potential sale of land has been previously discussed by the Board. Neither parcel has ever been used by the System and the sale would not include the building or parking lot. The sale would be for the purpose of increasing funding, possibly pay for the new HVAC that is needed, and to pay down the unfunded IMRF pension liability.

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

Pursue the sale of the two parcels of land (.35 acres and 1.2 acres):

A roll call vote was taken.

Mr. Ronald Coleman	No	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

- c) Declare items fully depreciated, surplus, and available for sale – Mr. Becker stated that there are no items to declare this month.

2. Board Relations

a) Restructuring Regional Multitype Library Systems –

- i. Report on Southern Systems meeting of June 22, 2010, and July 4, 2010 – Ms. Bednar gave an update on the two Southern System Planning meetings with Shawnee Library System, Rolling Prairie Library System, and Lincoln Trail Libraries System in June and July in Vandalia. These meetings were also attended by Ms. Nabe, Ms. Steele, Mr. Coleman, and Ms. McDonnell. Ms. Bednar distributed two documents: 1) LCLS, LTLS, RPLS, SHLS Summary Financial Info, and 2) Planning Process – Southern Systems Version 2.0.
- ii. Future recommendations for System structure –Ms. McDonnell reported that at the July meeting representatives of the systems agreed to go back to their

boards with the goal statement and the Planning Process.

Goal Statement: By July 1, 2011 to create a new and revitalized cooperative library service organization that encompasses the libraries in southern Illinois that are part of the LCLS, LTLS, RPLS and SHLS library systems, as well as any contiguous libraries or library systems that wish to be part of this cooperative program. The organization will support the primary resource sharing services for the people of Illinois including providing automation services and physical delivery. During the process for creating a restructured program it is anticipated that the plan will address how to expand and enhance these programs as well as support other cooperative programs such as advisory and education services. At the end of the development process it is anticipated that there will be one administrative organization formed by uniting the current organizations through a merger process.

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

Endorse the goal statement for the Southern Systems:

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

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

Accept the Southern System Planning Process:

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

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

**Formally appoint four members and an alternate to the planning panel.
LCLS members are:**

Ron Coleman
Linda McDonnell
JoAnn Nabe
Diane Steele
Elaine Steingrubey, Alternate

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. April Hosto	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

3. Planning

- a) Technology Report – Mr. Becker reported that the Cataloging Maintenance Center (CMC) has been collaborating with WebJunction to create a class.

Mr. Becker was pleased to report that Mailman has officially been shut down.

Mr. Becker demonstrated [Cooperation Today](#). This is the joint Web site for the southern system. Future Southern System Planning documents will be posted here.

- b) Review FY2010 Plan of Service accomplishments – This will be reviewed at the August meeting.

4. Member Relations

- a) GateNet Report – Ms. Bednar's reported that are two new GateNet members.

Bunker Hill school has added a second building. Worden Public Library District will begin their inventory process in August.

With the current Unaudited Financial Statement, \$78,000 will be going into reserves.

- b) LAC Report – The next LAC meeting will be in September.
- c) LCLS System Survey – The survey that was in the Board packet was done by SIUE for no charge. Originally it was to seek how LCLS could help members in the next 3-5 years. This information can still be useful as the systems merge.
- d) Washington Public Library – Washington PL was suspended from membership in 2009. Charm Ruhnke was approached last May about them becoming a developmental member. Ms. Bednar reported that she has been contacted by a Washington Park Board Member with questions on being reinstated.

5. Personnel Development

- a) Ms. Bednar discussed the new organizational chart which was with each Board member's materials.

Nicholas Bennyhoff has been moved to GateNet.

Ms. Bednar also reported that we are one of three Cataloging Maintenance Centers (CMC) centers in the state. Due to system finances, LCLS is unable to carry the CMC grant until funding is received from the state. On July 31 CMC services will be suspended at LCLS. Sarah Heuertz's last day is July 30. Vince Andrzejewski will work limited hours (1 day/wk) through the first part of August.

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. Bednar requested the Board members proofread their information on new Board Contact List.

- D. Illinois State Library Consultant, Vandella Brown – Ms. Brown's report was included in the Board mailing.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 7:54 p.m.

Approved by LCLS Board Action 08/17/2010

Susan Mendelsohn

Board Resolution Regarding Relationships with Financial Institutions

Be it RESOLVED that the following financial institutions:

Bank of Edwardsville
First Clover Leaf Bank
PNC Bank
Scott Credit Union
US Bank (for Illinois Funds)

are designated depositories of the Lewis & Clark Library System.

Be it FURTHER RESOLVED, that the above designated financial institutions are authorized to make payment for the accounts of the Lewis & Clark Library System according to any check, draft, bill of exchange, acceptance or other written instrument or direction signed by any of the following officers and employees, and that such designated individuals may also otherwise transfer, or enter into agreement with the above designated financial institutions the transfer of funds from the Lewis & Clark Library System account(s) whether by telephone, computer or any other manner:

Linda McDonnell, Board President
Ronald Coleman, Board Vice President
Susan Mendelsohn, Board Secretary
JoAnn Nabe, Board Treasurer
Leslie Bednar, Acting Executive Director
Stacy Bond, Accountant

Be it ALSO FURTHER RESOLVED that the following Lewis & Clark Library System employees are authorized to access the Safe Deposit Box at the First Clover Leaf Bank:

Leslie Bednar, Acting Executive Director
Kevin Becker, Technology Manager
Nicholas Benneyhoff, Web Services Specialist
Sue Pearson, GateNet Training Specialist
Donna Vesper, LLSAP Support Specialist

Be it ALSO FURTHER RESOLVED, that in the event any financial institution implements a monthly charge to require the review of two signatures for withdrawals, Lewis & Clark Library System will still have two signatures on each check for internal control, but will require that financial institution to accept one signature for withdrawals.