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www.lcls.org

NOTICE TO THE LCLS BOARD OF DIRECTORS

The regular monthly meeting
of the
Lewis & Clark Library System
Board of Directors
will be held on:

Tuesday, September 21, 2010
6:00 p.m.
Lewis & Clark Library System
6725 Goshen Road
Edwardsville, IL 62025
(618) 656-3216

AGENDA

**Lewis & Clark Library System
Regular Board Meeting
Tuesday, September 21, 2010– 6:00 p.m.
System Headquarters**

I. Opening of Meeting

- A. Call to Order
- B. Roll Call
- C. Introduction of observers and staff members

II. Open Forum

Audience note: If you desire to speak to the Board, please read and complete the Open Forum sheet provided at the sign-in table and give it to the Board Secretary. Guests will be allowed up to 15 minutes discussion time.

III. Consent Agenda

All items listed under Consent Agenda are considered routine by the Board and will be enacted by one motion. Detailed information on all items is included in this meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

- A. Approve minutes of the August 17, 2010, regular Board meeting
- B. Approve the August 2010 financial statements and reports
- C. Approve the August 2010 Bill List in the amount of \$232,499.53.

IV. Communications

V. Reports

- A. Officers
 - 1. President – Linda McDonnell
 - a) Southern System Planning meeting
 - b) Open Board Seat

AGENDA
September 21, 2010

2. Vice-President – Ron Coleman
- B. Committees
- C. Acting Executive Director – Leslie Bednar
1. Administrative/Fiscal Topics
 - a) Presentation of FY10 Audit
 - b) Financial Situation
 - c) FY2010 System Annual Report
 - d) LCLS Attorney of Record
 2. Board Relations
 - a) Restructuring Regional Multitype Library Systems –
 - i. Report on Southern System Director Meetings
 - ii. SWOT analysis review
 3. Planning
 - a) Technology Report – Nicholas Bennyhoff
 4. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) LAC Report – Leslie Bednar
 - c) North MAC CUSD #34
 5. Personnel Development
 6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO)
 - b) Illinois State Library committee(s)/program(s) work
 - c) Illinois library associations work (ILA, ISLMA, etc.)
 - d) Other
 7. Miscellaneous
- D. Illinois State Library Consultant – Vandella Brown

VI. Announcements

VII. Adjournment

**Lewis & Clark Library System
Board Meeting Minutes
August 17, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the August 17, 2010, Consent Agenda: A. Approve minutes of the July 20, 2010, regular Board meeting B. Approve the July 2010 financial statements and reports C. Approve the July 2010 Bill List in the amount of \$88,704.99	Roll call – approved
V.A.1	Obtain a second alternate to the Southern System Planning Panel	Roll call – approved
V.C.1.a	Accept Letter of Clarification and Attachments as requested by the Illinois State Library	Roll call – approved
V.C.1.b	Declare items surplus and available for sale (Parcel A & B)	
V.C.3.c	Appoint Nicholas Bennyhoff as the LCLS Freedom of Information Act (FOIA) Officer	Roll call – approved
V.C.3.d	Appoint Nicholas Bennyhoff as the LCLS Open Meetings Act (OMA) Officer	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. 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. 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:

Ms. Susan Mendelsohn Public Library Trustee Under 15,000 Population

Others present:

Ms. Leslie Bednar LCLS Acting Executive Director/GateNet Manager
Ms. Julia Pernicka LCLS Executive Assistant
Mr. Nicholas Bennyhoff LCLS Technology Development Manager
Ms. Juliette Douglas LCLS Business Manager & Consultant
Ms. Vandella Brown Illinois State Library Consultant

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 Ms. Hosto, seconded by Mr. Coleman, to:

Approve the August 17, 2010, Consent Agenda:

A. Approve minutes of the July 20, 2010, regular Board meeting

B. Approve the July 2010 financial statements and reports

C. Approve the July 2010 Bill List in the amount of \$88,704.99

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	Absent		

Motion carried.

IV. Communications

Ms. Bednar shared a thank you card from Sarah Heuertz to the staff.

Ms. Bednar shared a card from Williamsville Public Library thanking the staff association for the donation to their library in memory of Kevin Becker's father.

Ms. Bednar shared two pieces of correspondence from the Illinois State Library. One was an update from Anne Craig on ISL programs and scholarships that are being suspended in FY2011. These include Small Public Library Management Institute (SPLMI), the Institute for School and Public Librarians (ISPL), Synergy and On the Frontlines. The other update from Anne Craig was on FY2010 payments from the Secretary of State/Illinois State Library as requested by the system directors during an ILSDO meeting.

Ms. Bednar also shared an article from the Suburban Journals, New starring role for Metro East libraries: DVD lenders, featuring Tina Hubert of the Six Mile Regional Library District.

V. Reports

A. Officers

1. President – Linda McDonnell

Southern System Planning meeting – Ms. McDonnell discussed the Southern System Planning Panel meeting on August 12, 2010, in Effingham, IL. Mr. Coleman, Ms. Mills, Ms. Nabe, Ms. Steele, Ms. Douglas, and Ms. Bednar also attended this meeting. Other members present included Susan Carr, Erica Pyle and Judy Thompson. Draft minutes from the meeting were distributed and can be found on [CooperationToday](#). During the panel meeting a motion was made to allow each system to have two alternates.

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

Obtain a second alternate to the Southern System Planning Panel:

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	Absent		

Motion carried.

Names for possible alternates included Erica Pyle, Anita Driver, Harriett Zipfel and James Fenton.

There are four subcommittees (Delivery, Governance/Legal, Resource Sharing, and Strategic Planning). Upcoming Southern System Planning Meetings will be hosted by each system to give system members and opportunity to attend a meeting and for the panels to look at each location. The next meeting will be Tuesday, September 14, at Shawnee Library system. The meeting will be held at LCLS on Wednesday, October 13.

Documentation on the meetings will be posted to www.CooperationToday.org.

2. Vice-President – Ron Coleman – no report
- B. Committees – no reports
- C. Acting Executive Director – Leslie Bednar
 1. Administrative/Fiscal Topics
 - a) Financial Situation –
 - i. ISL Letter of Clarification –Ms. Bednar reported that she received a letter from Anne Craig, Illinois State Library. The letter states that they are granting approval of our FY2011 System Area and Per Capita Grant Application and they are requiring a supplemental letter of clarification covering staffing, services, and fiscal status. The letter of clarification packet was distributed to the board members and the original and an electronic copy have been sent to the ISL.

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

Accept Letter of Clarification and Attachments as requested by the Illinois State Library:

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	Absent		

Motion carried.

- ii. Cash Flow Update – Ms. Douglas gave an update on the LCLS Cash Flow. This included cash in the bank and actual dollars leaving LCLS. GateNet dollars were not included in the cash flow. If no additional funds are received by the end of December we will not be able to do January payroll.
 - b) Declare items surplus and available for sale –Ms. Douglas discussed the possible sale of two extra parcels of land. These parcels do not include the parking lot.

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

Declare items surplus and available for sale (Parcel A & B):

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	Absent		

Motion carried.

- c) Hours of Operation – Ms. Bednar reported that in May staff hours were reduced and regular business hours changed to 8:30-5:00. Since there have been limited staff available 4:30-5:00 the core services hours will change to 8:00-4:30 effective September 1, 2010. GateNet members can still get assistance after 4:30pm by using the GateNet Emergency Phone.
2. Board Relations
- a) Restructuring Regional Multitype Library Systems – Ms. Bednar reported on the Southern System Director Meetings. These are to prepare for the Southern System Planning Meetings. Ms. Bednar also mentioned the next System Presidents & Directors Meeting (SP&D) will be on October 14. She will forward the agenda when it is available.
3. Planning
- a) Technology Report – Mr. Bennyhoff reported that he is creating/updating various technology procedures.
 - b) Review FY2010 Plan of Service accomplishments – FY2010 Plan of Service accomplishments was included in the board packet.
 - c) Freedom of Information Act (FOIA) Officer – Ms. Bednar reported that Kevin Becker was the previous FOIA Officer. Nicholas Bennyhoff also went through the training.

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

Appoint Nicholas Bennyhoff as the LCLS Freedom of Information Act (FOIA) Officer:

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	Absent		

Motion carried.

- d) Open Meetings Act Officer – Ms. Bednar reported that Kevin Becker was the previous Open Meetings Act Officer. Nicholas Bennyhoff had already attended this training.

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

Appoint Nicholas Bennyhoff as the LCLS Open Meetings Act (OMA) Officer:

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	Absent		

Motion carried.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that at the July GateNet meeting members expressed concern about preserving their fiscal and physical assets. The members voted to become an independent not-for-profit organization. Ms. Douglas will assist Jeff Owen and Richard Chartrand with this process.

The new associate member fee formula for GateNet became effective July 1, 2010, and so far associate membership has remained consistent with last fiscal year's numbers.

GateNet staff have been working with the two new GateNet members, Wolf Ridge Education Center (Bunker Hill SD) and Worden Public Library District. Worden PLD began their inventory process in August.

- b) LAC Report – The next LAC meeting will be in September.

5. Personnel Development

- a) Staff Changes – Ms. Bednar reported that Kevin Becker has resigned. Nicholas Bennyhoff has been promoted to Technology Development Manager. The Web Services Specialist position will not be filled. Juliette Douglas has been rehired as Business Manager & Consultant. Ms. Douglas will also be coordinator for the WebJunction Illinois grant. In addition, Ms. Douglas has drafted a contract for tech services from Troy Brown, Shawnee Library System, to help primarily with the WebJunction Illinois project and also as a back up for LCLS and GateNet technical challenges if they arise.

There was a Staff Development Day on August 4. Rebecca Clark, principal of Excelegy Consulting Group in Glen Carbon, presented a program on change.

6. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) – Ms. Bednar reported that there was a video conference on August 5 to discuss funding ILSDO. Amanda

McKay's current contract will end in September. Starting in October they will contract with Ms. McKay for 20 hours per month.

ILSDO has agreed to fund L2-Library Learning. The systems will share the cost. The server will move from NSLS to MLS.

- b) Illinois State Library (ISL) committee(s) work – Ms. Bednar reported that Anne Craig, Illinois State Library, released a statement that the SOS foremost library priorities are delivery of materials, maintenance of the catalogs at the state's regional library systems, and the Talking Book libraries. To support those services the ISL will suspend several programs. These programs include *Synergy*, the *Illinois Library Leadership Initiative*; the *Small Public Library Management Institute*; the *Institute for School and Public Librarians*; and the *On the Front Lines* Conference. LSTA money has also been used to provide 15 scholarships each year to students entering library school. ILEADU will continue.
- c) Illinois Library Association work (ILA, ISLMA, etc.) – Ms. McDonnell reported that the ILA 2010 Annual Conference is September 28-30, 2010, in Chicago. Through Six Mile RLD she will attend the Trustee Workshop on September 30.
- d) Other – no report

7. Miscellaneous –

- a) History of LCLS Consulting – This was included in the Board Packet. Ms. Bednar reported she wanted to share this with the Board. Charm Ruhnke put this together in June. This will be posted on our Web site.
- b) Illinois Map.Info Article – This article was created by Charm Ruhnke and has not been published yet. This was included in the Board Packet. Ms. Bednar wanted to share the article with the Board.
- c) LCLS Milestones – Ms. Bednar reported that new bricks have been added to the patio to recognized LCLS staff milestones:
 - Bruce Gates – 20 Years
 - Sarah Heuertz – 20 Years
 - Donna Vesper – 20 Years
 - Sherry Highley – 30 Years
 - Bonnie Kilmurray – 40 Years

- D. Illinois State Library Consultant, Vandella Brown – Ms. Brown gave the Board a brief overview of her professional history. She will be LCLS's ISL consultant for the next two years. She is the Program Director for the Diversity Program and a Facilitator for Next Generation. Before going to the ISL she was Director of the East St. Louis Public Library.

Ms. Brown discussed the ISL programs that are being suspended. It is the hope that those programs will come back in the future.

The Diversity Tea will be September 29, 2010, at the ILA 2010 Annual Conference.

The 2011 Live and Learn Construction Grant Offerings for public libraries will be offered this year. Grants will be available in three categories, Accessibility, mini Grants, and Remodeling/New Construction. Information will be available soon.

Public Library Per Capita Grant Applications are available on the ISL website. Grant applications must be hand delivered or postmarked on or before October 15, 2010.

Talking Book & Braille Centers – They are transitioning to move all operations from the

Washington Street building into the ISL by July 2011.

Family Reading Night is November 18, 2010.

Ms. Brown requested she be added to the AllMembers listserv so she can see announcements to the LCLS membership. Ms. Pernicka will add her to the listserv.

VII. Announcements

Mr. Coleman announced that Louis Latzer Memorial Public Library has received bids for the repair of the roof and the outside of the building. The City will pay for the repairs.

VIII. Adjournment

The meeting adjourned at 7:24 p.m.

Susan Mendelsohn

Lewis & Clark Library System Statistical Report FY 2010-2011

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	FY to Date
LLSAP													
Total LLSAP Circulation	344,586	328,057											672,643
Total Hours Available	744	744											1,488
Total Uptime	744	744											1,488
Total Patron Records	241,013	241,549											
Total Bib Records	754,193	755,218											
Total Holdings	2,342,629	2,342,375											
Total Training Events	6	3											9
Total Training Participants	71	5											76
Total Training Contact Hours	336	16											352
Continuing Education													
Total CE Events Held	8	5											13
Total CE Participants	66	24											90
Total CE Event Contact	388	63											451
Contacts													
Advisory Services Contacts	136	163											299
Customer Service Contacts	352	461											813
Total LD & CI Events*	4	4											8
Total LD & CI Participants*	88	62											150
Total LD & CI Contact Hours*	167	106											273
Total Communications	6,769	6,090											12,859
Total Non-member Contacts	144	112											256
Onsite Visits to Members	7	3											10
Delivery													
Total Miles Driven	15,889	15,659											31,548
Total Stops	1,149	874											2,023
Total Items Picked Up	91,712	96,745											188,457
Total Items Dropped Off	93,932	95,053											188,985
Resource Sharing													
Total ILL on LLSAP	43,605	46,048											89,653
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840											11,954
Total Reciprocal Borrowing	25,358	23,701											49,059
Other													
Total Video Conf. Events	2	2											4
Total VC Users	11	4											15
Total VC Contact Hours	5	5											10
Total Board Volunteer Hours	63	55											118
Total Web Site Visits	8,102	12,151											20,253

*LD & CI = Library Development & Continuous Improvement (Discussion Groups/SIGS)