

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, October 19, 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, October 19, 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 September 21, 2010, regular Board meeting
- B. Approve the September 2010 financial statements and reports
- C. Approve the September 2010 Bill List in the amount of \$128,825.71

IV. Communications

VI. Reports

- A. Officers
 - 1. President – Linda McDonnell
 - 2. Vice-President – Ron Coleman

AGENDA
October 19, 2010

- a) Southern System Planning meeting
- b) System Presidents and Directors Meeting

B. Committees

C. Acting Executive Director – Leslie Bednar

- 1. Administrative/Fiscal Topics
 - a) Financial Situation
 - b) Illinois Municipal Retirement Fund (IMRF)
- 2. Board Relations
 - a) Open Board Seat
 - b) Restructuring Regional Multitype Library Systems
- 3. Planning
 - a) Technology Report – Nicholas Bennyhoff
- 4. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) LAC Report – Leslie Bednar
 - c) LCLS Facebook page
- 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

VII. Announcements

VIII. Adjournment

**Lewis & Clark Library System
Board Meeting Minutes
September 21, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the September 21, 2010, Consent Agenda: 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	Roll call – approved
V.A.1.b	Ms. Bednar contact representatives from Special Libraries to see if one would accept a position on the Board beginning at the October meeting.	Roll call – approved
V.C.1.a	Accept the FY2010 Audit as presented.	Roll call – approved
V.C.1.c	Appoint Juliette Douglas as the LCLS Ethics Officer.	
V.C.1.c	Accept the FY2010 System Annual Report.	Roll call – approved
V.C.1.d	Removed Honorable Dean E. Sweet as an LCLS Attorney of Record.	Roll call – approved
V.C.4.c	Accept North MAC CUSD #34 as a full member of the Lewis & Clark Library System.	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 6:01 p.m.

B. Roll Call

Members present:

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. Annette Mills	School Library Representative

Ms. Diane Steele Public Library Representative
Ms. Carol Stookey Academic/Special Library Representative

Members absent:

Mr. Ronald Coleman Public Library Trustee Member at Large
Ms. April Hosto Library Representative at Large
Ms. JoAnn Nabe Public Library Trustee Member at Large

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. Stacy Bond LCLS Accountant
Ms. Juliette Douglas LCLS Business Manager & Consultant
Ms. Vandella Brown Illinois State Library Consultant
Mr. Kevin Tepen C. J. Schlosser & Company, L.L.C.

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. Steele, to:

Approve the September 21, 2010, Consent Agenda:

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

A roll call vote was taken.

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

Motion carried.

IV. Communications

Ms. Bednar shared several items with the board:

- A copy of the E-news from the ISL congratulating Vandella Brown, ISL Diversity Program Manager, on being selected to receive the 2010 Illinois Library Association Hugh C. Atkinson Memorial/DEMCO Award. Congratulations Vandella!
- A System Directors Memo 11-004 from the ISL announcing the 11th annual Try-It! Illinois statewide database trial will be available October 1 through November 30, 2010.
- A *Suburban Journal* article, “Granite City library gig is return to roots for director”, featuring Tina Hubert.
- A card from Kevin Becker thanking the staff association for the donation to the Williamsville library in memory of his father.

V. Reports

A. Officers

1. President – Linda McDonnell

- a. Southern System Planning meeting – Ms. McDonnell gave an update on the Southern System Planning Panel meeting on September 14, 2010, in Carterville at the Shawnee Library District. Mr. Coleman, Ms. Nabe, Ms. Steele, Ms. Douglas, and Ms. Bednar also attended this meeting. Other members present included Elaine Steingrubey and Harriett Zipfel. The four subcommittees (Delivery, Governance/Legal, Resource Sharing, and Strategic Planning) met in the morning and then after lunch and a tour of the building the whole group met in the afternoon.

Ms. Bednar reported the Delivery subcommittee looked at routes and statistics from each system. It was agreed that delivery will continue within the merged system Monday through Friday and will be based on volume. There will be delivery hubs however the number has not been determined yet. They are also looking into alternatives methods of delivery for low volume libraries (mail, UPS, etc.). They have also created a working subgroup made up of current delivery supervisors. They will meet by phone the first week in October to look at existing delivery and ways to economize and streamline delivery and sorting. The delivery report is due December 1.

In the absence of Ms. Nabe, Ms. Bednar reported on Resource Sharing. The subcommittee heard a report from the LLSAP managers of the four systems that detailed the shared values and principles that are guiding their discussions. They will be looking at not just within LLSAPs but beyond that (OCLC, shared databases, group purchase). The working group will put a report together where they propose LLSAPs being in the new system.

Ms. McDonnell reported the Strategic Plan subcommittee reviewed the current plans of each system and determined to survey the membership of all four systems on the services to be provided and values of the new merged system. The survey should be ready mid-October and the results compiled before January 1, 2011. They also spent some time on definitions.

Ms. Steele reported the Legal, Governance, Membership subcommittee reviewed the legal guidelines and determined that the new board will be large, most likely the 15 member maximum allowed in law, and a majority of the members will be public library trustees. There was discussion of possible membership requirements with further work in the area of public and school criteria. Finally, a list of governance issues was created and will be added to and investigated as the committee moves forward

- b. Open Board Seat – Ms. Bednar reported that April Hosto moved to Springfield which results in an open seat for the Library Representative at Large.

A motion was made by Ms. Steele, seconded by Ms. Mills, that:

Ms. Bednar contact representatives from Special Libraries to see if one would accept a position on the Board beginning at the October meeting.

A roll call vote was taken.

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

Motion carried.

- 2. Vice-President –no report

B. Committees – no reports

C. Acting Executive Director – Leslie Bednar

- 1. Administrative/Fiscal Topics

- a) Presentation of FY2010 Audit – Kevin Tepen, C. J. Schlosser & Company, L.L.C., reviewed the audit.

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

Accept the FY2010 Audit as presented.

A roll call vote was taken.

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

Motion carried.

- b) Financial Situation – Ms. Douglas reported that the cash flow analysis is still on target. If no additional funds are received, operations can continue until December 31, 2010. The remainder of FY2010 funds are expected to be received by the end of December.
- c) FY2010 Annual Report – Ms. Bednar reported the FY2010 Annual Report is due September 30. Ms. Bednar reported that Charm Ruhnke was the LCLS Ethics Officer.

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

Appoint Juliette Douglas as the LCLS Ethics Officer.

A roll call vote was taken.

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

Motion carried.

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

Accept the FY2010 System Annual Report.

A roll call vote was taken.

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

Motion carried.

- d) Attorney of Record – Ms. Bednar reported that Dean E. Sweet has been appointed to an associate judgeship in Madison County.

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

Removed Honorable Dean E. Sweet as an LCLS Attorney of Record.

A roll call vote was taken.

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

Motion carried.

2. Board Relations

- a) Restructuring Regional Multitype Library Systems – Ms. Bednar reported on the Southern System Director Meetings. On September 7 there was an open forum at LCLS for members to gain member feedback and for them to voice their concerns. There will be two more meetings on October 5. The morning meeting will be Litchfield Public Library District and the afternoon session will be at Fairview Heights Public Library. The next Southern Systems Planning Panel meeting will be at LCLS on October 13. The committees will meet in the morning, followed by lunch and a tour of the building. The panel will meet as a whole in the afternoon. Two agenda items will be the LLSAPs role and how they will fit in and if there is a need for an outside facilitator.

Ms. Douglas reported that the Strategic Planning Committee asked the systems to do a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats). The SWOT Analysis completed in 2007 was reviewed and the Board brainstormed any updates/additions.

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 demonstrated the new online obituary index (<http://obit.lcls.org/>) he has been working on with Belleville Public Library. This could be a potential revenue source.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that at the September GateNet Users Forum members expressed concerns on becoming a not for profit corporation. GateNet II will be established as a not for profit organization no later than June 30, 2011. They will retain Phil Lenzini as their legal counsel.
- b) LAC Report – Ms. Bednar reported that LAC met on September 2. There is an open position for a Special Librarian. LAC also discussed the merger and how different SIGs can be supported.
- c) North MAC CUSD #34 – Ms. Douglas reported that Girard CUSD #3 and Virden CUSD #4 merged effective July 1 to become North MAC CUSD #34. Currently the new school district is not a member and, therefore, not eligible to receive funding from the ISL.

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

Accept North MAC CUSD #34 as a full member of the Lewis & Clark Library System.

A roll call vote was taken.

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

Motion carried.

5. Personnel Development – Ms. Bednar reported on the CMC and WebJunction grants.
6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) –Ms. Bednar reported there was a conference call in September regarding Library Learning (L2). Since the State Library cannot continue to support L2, the majority of the systems voted to keep it going. The server was moved from NSLS to MLS.
 - b) Illinois State Library (ISL) committee(s) work – no report.
 - c) Illinois Library Association work (ILA, SLMA, etc.) – Ms. Douglas reported that she will present a workshop on Intellectual Freedom in a Digital Age at the ILA Annual Conference.
 - d) Other – no report
7. Miscellaneous – none
- D. Illinois State Library Consultant, Vandella Brown – Ms. Brown’s ISL Consultant Report was distributed to the Board. In addition, Ms. Brown added:
 - FY2011 Area & Per Capita Grant –LCLS was approved for \$904,240.61.
 - Anne Craig expressed last week that the Southern Systems were on target with the merger. Ms. Craig did caution the systems to follow the Open Meetings Act.
 - Ms. Craig also gave Ms. Brown a copy of the letter to Ms. Bednar confirming receipt of her letter regarding the sale of the property.
 - ILLINET Online Users Group (IOUG) has changed its name to MentraNet

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 8:32 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	336,549										1,009,192
Total Hours Available	744	744	720										2,208
Total Uptime	744	744	720										2,208
Total Patron Records	241,013	241,549	244,328										
Total Bib Records	754,193	755,218	757,283										
Total Holdings	2,342,629	2,342,375	2,348,480										
Total Training Events	6	3	3										12
Total Training Participants	71	5	29										105
Total Training Contact Hours	336	16	61										413
Continuing Education													
Total CE Events Held	8	5	3										16
Total CE Participants	66	24	24										114
Total CE Event Contact	388	63	174										625
Contacts													
Advisory Services Contacts	136	163	341										640
Customer Service Contacts	352	461	205										1,018
Total LD & CI Events*	4	4	8										16
Total LD & CI Participants*	88	62	149										299
Total LD & CI Contact Hours*	167	106	289										562
Total Communications	6,769	6,090	8,853										21,712
Total Non-member Contacts	144	112	152										408
Onsite Visits to Members	7	3	22										32
Delivery													
Total Miles Driven	15,889	15,659	15,254										46,802
Total Stops	1,149	874	1,092										3,115
Total Items Picked Up	91,712	96,745	97,246										285,703
Total Items Dropped Off	93,932	95,053	102,070										291,055
Resource Sharing													
Total ILL on LLSAP	43,605	46,048	50,363										140,016
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840	11,927										23,881
Total Reciprocal Borrowing	25,358	23,701	20,960										70,019
Other													
Total Video Conf. Events	2	2	1										5
Total VC Users	11	4	2										17
Total VC Contact Hours	5	5	12										22
Total Board Volunteer Hours	63	55	74										192
Total Web Site Visits	8,102	12,151	25,298										45,551

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