

# NOTICE TO THE LCLS BOARD OF DIRECTORS

A special meeting  
of the  
Lewis & Clark Library System  
Board of Directors  
will be held on:

Tuesday, December 21, 2010  
3:30 p.m.

Lewis & Clark Library System  
6725 Goshen Road  
Edwardsville, IL 62025  
(618) 656-3216

## AGENDA

**Lewis & Clark Library System**  
**Special Board Meeting**  
**Tuesday, December 21, 2010– 3:30 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 November 16, 2010, regular Board meeting
- B. Approve the November 2010 financial statements and reports
- C. Approve the November 2010 Bill List in the amount of \$132,433.87

### **IV. Communications**

### **V. Reports**

- A. Personnel Development
  - 1. Staffing Issues

**AGENDA**  
**December 21, 2010**

B. Administrative/Fiscal Topics

1. Financial Situation
2. IMRF Authorized Agent
3. Bank Resolutions

C. Board Relations

1. Southern System Planning Panel Meeting Update
2. Due Diligence
3. Proposed Southern System Mission, Vision, and Value
4. Proposed Southern System Board Composition

D. Membership Relations

1. GateNet Report

**VI. Announcements**

**VII. Adjournment**

**Lewis & Clark Library System  
Board Meeting Minutes  
November 16, 2010  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III.	Approve the November 16, 2010, Consent Agenda: A. Approve minutes of the October 19, 2010, regular Board meeting B. Approve the October 2010 financial statements and reports C. Approve the October 2010 Bill List in the amount of \$203,433.16	Roll call – approved
V.A.1.a.	Appoint Betsy Mahoney, Madison county Law Library, to the Library Representative at Large seat vacated by April Hosto.	Roll call – approved
V.A.1.c.	Go into closed session regarding the appointment, employment, 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 to regular session.	Roll call – approved
V.A.1.c.	Change Leslie Bednar’s title from Acting Executive Director to Executive Director, effective immediately.	Roll call – approved
V.A.1.c.	Increase the salary of the Executive Director to \$81,800 annually, effective January 1, 2011.	Roll call – approved
V.C.1.a.	Resolve that the following Lewis & Clark Library System employees are authorized to access the Safe Deposit Box at the First Clover Leaf Bank: Leslie Bednar, Executive Director Nicholas Bennyhoff, Technology Development Manager Sue Pearson, GateNet Training Specialist Donna Vesper, LLSAP Support Specialist	Roll call – approved
V.C.1.c.	Go into closed session regarding the setting of a price for sale or lease of property owned by the public body.	Roll call – approved
V.C.1.c.	Return to regular session.	Roll call – approved
V.C.1.c.	Declare eight (8) six-foot computer tables and one (1) metal safe as fully depreciated, surplus, and available for sale.	Roll call – approved
V.C.5.a.	Return to 40 hour work week effective December 1, 2010.	Roll call – approved

## I. Opening of Meeting

### A. Call to Order

Ms. McDonnell, 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. Annette Mills	School Library Representative
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. Nicholas Bennyhoff	LCLS Technology Development Manager
Ms. Stacy Bond	LCLS Accountant
Ms. Juliette Douglas	LCLS Business Manager
Ms. Vandella Brown	Illinois State Library Consultant
Ms. Betsy Mahoney	Madison County Law Library

### 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. Coleman, seconded by Ms. Steele, to:

**Approve the November 16, 2010, Consent Agenda:**

**A. Approve minutes of the October 19, 2010, regular Board meeting**

**B. Approve the October 2010 financial statements and reports**

**C. Approve the October 2010 Bill List in the amount of \$203,433.16**

A roll call vote was taken.

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

Motion carried.

**IV. Communications**

Ms. Bednar shared several items with the board:

- Article from the *Suburban Journals*, “Pontoon Beach to Library District: Where’s our library?”, featuring Tina Hubert.
- Article from the *Belleville News Democrat*, “O’Fallon library: A site, a plan ... but no funding”.
- Article from the *Library Journal*, “Illinois’s Regional Library Systems Gasping for Air” featuring Leslie Bednar.

**V. Reports**

A. Officers

1. President – Linda McDonnell

- a) Open Board Seat – Ms. McDonnell introduced Betsy Mahoney, Madison County Law Library.

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

**Appoint Betsy Mahoney, Madison county Law Library, to the Library Representative at Large seat vacated by April Hosto.**

A roll call vote was taken.

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

Motion carried.

Ms. McDonnell administered the Oath of Office to Ms. Mahoney. Ms. Mahoney also signed the Commitment to Service. Welcome, Betsy!

- b) Southern System Planning Meeting – Ms. McDonnell, Ms. Bednar, Ms. Steele, Ms. Mendelsohn, Ms. Nabe, Ms. Douglas, Elaine Steingrubey, and Deanne Holshouser attended the meeting the Southern System Planning Meeting on November 10, 2010, at the Rolling Prairie Library System. Minutes from the meeting are located on CooperationToday. The next meeting will be Thursday, December 2, in Champaign.

Strategic Planning Committee – Ms. McDonnell reported on the Strategic Planning Committee. There were 758 responses to the survey. The results will inform and guide the planning of the panel. The drafts of the Vision, Values, and Mission Statement are finished and are ready for the new board to tweak.

Legal, Governance, and Membership – Ms. Steele reported on the proposed board makeup. The committee also revisited the due diligence issue.

Resource Sharing – Ms. Nabe reported the committee looked at existing policies of the four systems.

Delivery – Ms. Bednar reported that Ms. Steingrubey filled in on the committee. They continue to evaluate frequency of delivery, hubs, and headquarters.

- c) Acting Executive Director Position – Ms. McDonnell reminded the Board that the contract for the Acting Executive Director position expires the end of December.

At 6:40 p.m. a motion was made by Ms. Steele, seconded by Ms. Mills, to:

**Go into closed session regarding the appointment, employment, 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	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. Betsy Mahoney	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Yes
Ms. Susan Mendelsohn	Yes		

Motion carried.

At 7:07 p.m. a motion was made by Ms. Steele, seconded by Mr. Coleman, to:

**Return to regular session.**

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
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Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. Betsy Mahoney	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. Mahoney, seconded by Ms. Steele, to:

**Change Leslie Bednar's title from Acting Executive Director to Executive Director, effective immediately.**

A roll call vote was taken.

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

Motion carried.

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

**Increase the salary of the Executive Director to \$81,800 annually, effective January 1, 2011.**

A roll call vote was taken.

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

Motion carried.

2. Vice-President – Ron Coleman – no report

B. Committees – no reports

C. Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics

- a) Financial Situation – Ms. Douglas gave an updated cash flow report. Ms. Douglas also reported that with the changes in personnel, a new signature card is required for the bank.

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

**Resolve that the following Lewis & Clark Library System employees are authorized to access the Safe Deposit Box at the First Clover Leaf Bank:**

**Leslie Bednar, Executive Director**  
**Nicholas Bennyhoff, Technology Development Manager**  
**Sue Pearson, GateNet Training Specialist**  
**Donna Vesper, LLSAP Support Specialist**

A roll call vote was taken.

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

Motion carried.

- b) LSTA Request –Ms. Bednar reported Anne Craig, Illinois State Library, has extended an opportunity for LSTA grant funds to get the systems through until July 1, 2011.
- c) Real Estate

At 7:18 p.m. a motion was made by Ms. Nabe, seconded by Ms. Mahoney, to:

**Go into closed session regarding the setting of a price for sale or lease of property owned by the public body.**

A roll call vote was taken.

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

Motion carried.

At 7:55 p.m. a motion was made by Ms. Nabe, seconded by Mr. Fenton, to:

**Return to regular session.**

A roll call vote was taken.

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

Motion carried.

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

**Declare eight (8) six-foot computer tables and one (1) metal safe as fully depreciated, surplus, and available for sale.**

A roll call vote was taken.

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

Motion carried.

2. Board Relations

- a) Open Board Seat – This was moved under the President’s report.
- b) Restructuring Regional Multitype Library Systems /Merger Meeting Updates– The next Southern System Panel meeting will be Thursday, December 2, at the Lincoln Trail Libraries System in Champaign. Ms. Bednar stated that we are now at the place where important issues need to be addressed and she hopes more board members and members attend the meetings. Now is the time to be heard.
- c) Closed Meeting Minutes – Mr. Coleman will review the closed minutes before the January meeting.

3. Planning

- a) Technology Report – Mr. Bennyhoff reported the inventory of the computer equipment is complete. He hopes to have items available for surplus by the January meeting.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that at the GateNet meeting Harriett Zipfel

made a motion that LCLS board continue current level of support for GateNet activities.

- b) LAC Report – Ms. Bednar reported LAC has two new representatives. Kay Pile, Madison County Law Library is the Special Libraries representative and Carol Brockmeyer, Daugherty Public Library District, is the Youth Services representative.

5. Personnel Development

- a) Staffing Issues – Ms. Bednar reported that the organization chart was updated and distributed a copy to the board.

Brook Weber accepted the Circulation Services Supervisor position.

Linda Petty has been hired as the part-time Circulation Services Assistant.

Julia Pernicka will work 12 hours/week as the WebJunction IL Assistant (grant funded).

Judy Rake will work part-time as a WebJunction IL Assistant (grant funded).

Ms. Bednar commented that due to reduced staff levels and extra work resulting from the merger efforts, staff have been working extra hours to complete work. Ms. Bednar recommended returning to the 40 hours work week. Core service hours will remain the same.

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

**Return to 40 hour work week effective December 1, 2010.**

A roll call vote was taken.

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

Motion carried.

6. Community and Organizational Involvement

- a) Illinois Library System Directors Organization (ILSDO) –Ms. Bednar reported that at the last ILSDO meeting representatives from the Illinois State Archives discussed the merger and the options for documents retention.

Fund for Illinois Libraries – ILSDO has discontinued that service and there are discussions of it being taken over (possibly by ILA) so that service can be continued.

- b) Illinois State Library (ISL) committee(s) work – Anne Craig announced the ISL is committed to utilize available LSTA funding to ensure the core services continue in the eventuality all FY2010 funding does not arrive by December 31, 2010.
- c) Illinois Library Association work (ILA, ISLMA, etc.) – no report.
- d) Other – no report

7. Miscellaneous – The northern systems have a new website dedicated to their merger process (<http://systemsmerger.info>)

Ms. Bednar will forward the board a link to the new PEW report. The report presents realities of funding in Illinois. Ms. Bednar encouraged everyone to read the report as it has implications for us all.

- D. Illinois State Library Consultant, Vandella Brown –Ms. Brown’s highlighted items from the ISL Consultant’s Report for November, which was handed out. Ms. Brown presented Ms. Douglas with a gold hammer from Synergy.

**VII. Announcements**

None

**VIII. Adjournment**

The meeting adjourned at 8:30 p.m.

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Susan Mendelsohn