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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, February 15, 2011
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, February 15, 2011– 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 the minutes of the December 21, 2010, special Board meeting and the minutes of the January 18, 2011 regular Board meeting
- B. Approve the December 2010 financial statements and reports and the January 2011 financial statements and reports
- C. Approve the December 2010 Bill List in the amount of \$53,145.01 and the January 2011 Bill List in the amount of \$128,060.71

IV. Communications

AGENDA
February 15, 2011

V. Reports

A. Officers

1. President – Linda McDonnell
 - a) Southern System Planning
2. Vice-President – Ron Coleman
 - a) Closed Meeting Minutes

B. Committees

C. Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics
 - a) Financial Situation
 - b) Real Estate
 - c) Declare items surplus and available for sale
2. Board Relations
 - a) LCLS dissolution activities
 - b) Merger Meetings Update
3. Planning
 - a) Technology Report – Nicholas Bennyhoff
4. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) LAC Report – Leslie Bednar
5. Personnel Development
 - a) Staff Issues
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
Special Board Meeting Minutes
December 21, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the December 21, 2010, Consent Agenda: A. Approve minutes of the November 16, 2010, regular Board meeting as amended B. Approve the November 2010 financial statements and reports C. Approve the November 2010 Bill List in the amount of \$132,433.87	Roll call – approved
V.B.2	Approve the appointment of Juliette Douglas 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 of Election of an Executive Trustee of IMRF.	Roll call – approved
V.B.3	Approve the board Resolution Regarding Relationships with Financial Institutions (Attached).	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 3:38 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. Betsy Mahoney	Library Representative at Large

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 Executive Director/GateNet Manager
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Nicholas Bennyhoff	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager
Ms. Mary Hemmer	LCLS Accountant

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

Mr. Fenton noted a correction to the members present in the November 16, 2010, regular Board meeting minutes.

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

Approve the December 21, 2010, Consent Agenda:

- A. Approve minutes of the November 16, 2010, regular Board meeting as amended**
- B. Approve the November 2010 financial statements and reports**
- C. Approve the November 2010 Bill List in the amount of \$132,433.87**

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.

IV. Communications

Ms. Bednar shared an article from *theIntelligencer.com*, “GCCL looks to become hot spot for youngsters.”

V. Reports

A. Personnel Development

1. Staffing Issues – Ms. Bednar introduced Mary Hemmer, the new LCLS Accountant. Stacy Bond resigned. Ms. Hemmer came to LCLS through a temporary placement agency.

B. Administrative/Fiscal Topics

1. Financial Situation – Ms. Douglas passed out and discussed a Cash Flow Report. The report shows enough cash to get LCLS through the end of August 2011. The report in January will include the effects of funds needed to pay out earned but unused vacation and personal time when the system ceases to exist after June 30, 2011.
2. IMRF Authorized Agent – Ms. Douglas reported that Stacy Bond was the IMRF Authorized Agent for IMRF.

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

Approve the appointment of Juliette Douglas 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 of Election of an Executive Trustee of IMRF.

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.

3. Bank Resolutions – Ms. Douglas reported that with Stacy Bond leaving new resolutions were needed for relationships with financial institutions.

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

C. Board Relations

1. Southern System Planning Panel Meeting Update – Ms. Bednar reported that the last SSPP meeting was December 2 in Champaign. There is not a meeting scheduled in January. The next scheduled meetings are February 10, 2011, at the Knights of Columbus in Effingham and February 25-26, 2011, at a hotel in Effingham. Items to consider on the 2-day meeting are deciding whether to spend the night in case there are extra meetings in the late afternoon/evening and whether the systems should split the cost of feeding guests.

Delivery – Ms. Bednar gave an update on the committee. The Board discussed community delivery. Currently between the four systems there are 16,041 weekly stops. With the proposed community delivery there would only be 521 stops. The number of items to be delivered would be the same. Loads would be heavier. The delivery committee will meet in January to look at savings. Issues to consider would be if the reduced number of stops would save any actual money, some of the time/cost would be transferred to the libraries, and do the libraries have the space to accommodate community delivery at the drop off location.

Legal, Governance, Membership – Ms. Steele reported the committee has been working on the proposed board structure. Ms. Mills reported that the committee is working on membership requirements. The proposed requirements are more stringent and may affect school membership.

Resource Sharing – Ms. Nabe reported the committee had a meeting this morning. All documents will be put on Base Camp. They will meet in January with the LLSAP managers.

Strategic Planning – Ms. Mendelsohn and Ms. Douglas reported the committee has defined the Mission, Vision and Value. They are using the survey results to help with the strategic direction and goals.

2. Due Diligence – Ms. Douglas reported that the four system Business Managers are working on Due Diligence. Several LCLS staff members have worked compiling information for the LCLS section. The documents will be posted on Base Camp and may or may not go on CooperationToday depending on the nature of the information.

The Due Diligence is due the end of December.

3. Proposed Southern System Mission, Vision, and Value – The Board reviewed the proposed Southern System Mission, Vision, and Values. There were no comments.
4. Proposed Southern System Board Composition – Ms. Steele reported the Legal, Governance, Membership committee was going to recommend Option 4. Since that time Bev Obert had spoken with Phil Lenzini and new issues were brought up. The transition board will only be in place for three months. Given the new information, Ms. Steele cannot recommend anything at this time. A suggestion was made that the new board only have 12 members resulting in only 3 from each system on the board. If the interim board is only in effect for 3-4 months, could the interim board be existing panel members? One person would not be able to be on the board.

D. Membership Relations

1. GateNet Report – Ms. Bednar reported that the GateNet Advisory Board looked at the GateNet budget at their December meeting. The board did suggest removing IUG membership for the GateNet members. They approved a recommended reimbursement amount of \$597,640 which is roughly a \$16,000 increase from last year. In January the GateNet Membership will vote on the fee formula.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 4:56 p.m.

Susan Mendelsohn

Board Resolution Regarding Relationships with Financial Institutions

Be it RESOLVED, that the following designated depositories of the Lewis & Clark Library System:

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

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 for 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, Executive Director
Juliette Douglas, Business Manager

(Stacy Bond is to be removed)
(Pat Wandling is to be removed)

Be it FURTHER RESOLVED that the individuals identified above are also authorized to secure and access the safe deposit box at the Bank of Edwardsville.



**Lewis & Clark Library System
Board Meeting Minutes
January 18, 2011
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
	None	

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 6:05 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Ms. Linda McDonnell	Public Library Trustee Over 15,000 Population
Ms. Diane Steele	Public Library Representative
Ms. Carol Stookey	Academic/Special Library Representative

Members absent:

Mr. James Fenton	Public Library Trustee Member at Large
Ms. Betsy Mahoney	Library Representative at Large
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

Others present:

Ms. Leslie Bednar	LCLS Executive Director/GateNet Manager
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Nicholas Bennyhoff	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager
Ms. Mary Hemmer	LCLS Accountant

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

Ms. McDonnell stated that with only four members present and five absent all motions will need to wait until next month.

IV. Communications

Ms. Bednar shared several items with the board:

- Article from *theTelegraph*, “BP donates \$12,500 to three organizations”, featuring Diane Steele. Wood River Public Library will receive \$5,000.
- Article from *theTelegraph*, “Edwardsville Library work starts new chapter” featuring Deanne Holshouser discussing the current remodeling project.
- Article from *theTelegraph*, “Dogs delight young library patrons” featuring the Hayner Public Library District.
- Article from the *Edwardsville Intelligencer*, “GCCL set to offer fun new programs” highlighting upcoming programs at the Glen Carbon Centennial Library.
- Article from *stltoday.com*, “Metro East libraries embrace a former foe: e-books”, featuring several member librarians.

V. Reports

A. Officers

1. President – Linda McDonnell
 - a) Southern System Planning – Ms. McDonnell reported the next panel meeting will be February 10 in Effingham. Discussion also centered around the meeting February 25-26. Ms. Bednar will convey at the next panel meeting that the board will not be spending the night in Effingham on the 25th of February.
2. Vice-President – Ron Coleman
 - a) Closed Meeting Minutes – Mr. Coleman reviewed the closed minutes. Any motions will wait until the February meeting.

B. Committees – no reports

C. Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics
 - a) Financial Situation – Ms. Bednar reported the system has received the first payment of FY2011 in the amount of \$315,279.77. Ms. Douglas shared the Cash Flow Report. This included a projected 6/30/2011 vacation payout. With the new funds received LCLS should remain solvent through March 2012 with current projects and staffing levels.
 - b) Real Estate –Ms. Douglas stated there was nothing new to report. There is one potential renter for space upstairs.
 - c) Declare items surplus and available for sale – Mr. Bennyhoff stated there were items to declare. This will be on hold until next month.
 2. Board Relations
 - a) LCLS dissolution activities – Ms. Bednar said the system directors have been discussing what will happen with Systems archives and records. She received an email from Bev Obert recommending all resolutions for the southern systems be sent together to the ISL. The board agreed to this.
 - b) Merger Meetings Update– On January 7 Ms. Bednar attended the LLSAP working group. The primary discussion was the RFQ from Shawnee for vendors for automation and how to evaluate. The group will meet again February 18. At the last resource sharing meeting (January 14, 2011), Ms. Bednar proposed the all LLSAPs have the same level of support in the supersystem.
 3. Planning
 - a) Technology Report – Mr. Bennyhoff reported the inventory of the computer equipment is complete. There will be items for surplus next month. The FY2010 E-Rate submission has been approved. The USB 2.0 ports to facilitate the automatic remote backup have been installed.
 4. Member Relations
 - a) GateNet Report – Ms. Bednar reported that Worden Public Library is nearly done with inventory and is almost ready to be up and running. At the next GateNet Users Forum they will vote on the fee reimbursement amount of \$597,640 for FY2012.
 - b) LAC Report – Ms. Bednar reported that there was not an LAC meeting in January. The next meeting will be February 3.
 5. Personnel Development
 - a) Staffing – No items to discuss.
 6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) –no report
 - b) Illinois State Library (ISL) committee(s) work – Ms. Bednar highlighted the January 13 ISLAC meeting.
 - c) Illinois Library Association work (ILA, ISLMA, etc.) – no report.
 - d) Other – no report
 7. Miscellaneous – None
- D. Illinois State Library Consultant, Vandella Brown –The ISL Consultant’s Report for January was handed out.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 7:22 p.m.

Carol Stookey

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	323,723	318,183	274,627	323,741						2,249,466
Total Hours Available	744	744	720	744	720	744	744						5,160
Total Uptime	744	744	720	744	720	744	744						5,160
Total Patron Records	241,013	241,549	244,328	245,602	247,211	246,744	246,323						
Total Bib Records	754,193	755,218	757,283	756,598	756,183	755,685	757,338						
Total Holdings	2,342,629	2,342,375	2,348,480	2,349,149	2,350,177	2,347,996	2,345,373						
Total Training Events	6	3	3	7	6	4	3						32
Total Training Participants	71	5	29	27	16	10	44						202
Total Training Contact Hours	336	16	61	57	24	30	83						607
Continuing Education													
Total CE Events Held	8	5	3	5	5	3	6						35
Total CE Participants	66	24	24	70	21	11	75						291
Total CE Event Contact	388	63	174	15	29	23	233						925
Contacts													
Advisory Services Contacts	136	163	341	211	97	93	208						1,249
Customer Service Contacts	352	461	205	410	231	287	411						2,357
Total LD & CI Events*	4	4	8	6	8	6	6						42
Total LD & CI Participants*	88	62	149	114	137	85	107						742
Total LD & CI Contact Hours*	167	106	289	253	272	160	255						1,502
Total Communications	6,769	6,090	8,853	5,867	6,428	4,302	7,860						46,169
Total ISL Contacts						8	27						35
Total Non-member Contacts	144	112	152	154	164	197	149						1,072
Onsite Visits to Members	7	3	22	4	3	1	0						40
Delivery													
Total Miles Driven	15,889	15,659	15,254	14,371	14,782	13,815	11,659						101,429
Total Stops	1,149	874	1,092	1,042	956	1,038	897						7,048
Total Items Picked Up	91,712	96,745	97,246	94,572	92,935	79,580	63,977						616,767
Total Items Dropped Off	93,932	95,053	102,070	91,436	93,940	83,096	91,979						651,506
Resource Sharing													
Total ILL on LLSAP	43,605	46,048	50,363	47,660	46,460	41,370	49,444						324,950
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840	11,927	11,051	10,451	5,811	13,380						64,574
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514	21,011	18,112	21,440						151,096
Other													
Total Video Conf. Events	2	2	1	1	0	0	1						7
Total VC Users	11	4	2	2	0	0	2						21
Total VC Contact Hours	5	5	12	9	0	0	5						36
Total Board Volunteer Hours	63	55	74	76	72	74	12						426
Total Web Site Visits	24,096	25,952	25,298	23,928	23,249	19,870	22,925						165,318

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