

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, April 19, 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, April 19, 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 March 15, 2011, regular Board meeting
- B. Approve the March 2011 financial statements and reports
- C. Approve the March 2011 Bill List in the amount of \$145,449.43

IV. Communications

V. Reports

- A. Officers
 - 1. President – Linda McDonnell

AGENDA
April 19, 2011

- a) Southern System Planning
- 2. Vice-President – Ron Coleman

- B. Committees

- C. Executive Director – Leslie Bednar
 - 1. Administrative/Fiscal Topics
 - a) Financial Situation
 - b) Real Estate
 - 2. Board Relations
 - a) Illinois Heartland Library System Update
 - b) 2011 Annual Meeting
 - 3. Planning
 - a) FY2012 System Area and Per Capita Grant Application
 - b) 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
Board Meeting Minutes
March 15, 2011
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the March 15, 2011, Consent Agenda: A. Approve the minutes of the February 15, 2011, regular Board meeting B. Approve the February 2011 financial statements and reports C. Approve the February 2011 Bill List in the amount of \$99,409.62.	Roll call – approved
V.A.2.a	Accept Vice-President’s recommendation on closed meeting minutes to open minutes and destroy tapes for the following meetings: <ul style="list-style-type: none"> • July 19, 2005 • September 12, 2005 • September 20, 2005 • October 18, 2005 • August 16, 2005 • August 31, 2005 • September 1, 2005 • September 15, 2005 • April 18, 2006 • June 19, 2007 • May 20, 2008 • August 17, 2009 	Roll call – approved
V.C.1.b	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.b	Return to regular session	Roll call – approved
V.C.1.b	Proceed with negotiations pursuant of the sale of the 1.2 acre parcel of land.	Roll call – approved
V.C.2.b	Approve with corrections the Application for Merger of the Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and the Shawnee Library System into the Heartland Library System.	Roll call – approved
V.C.2.b	Endorse new Southern System Delivery Standards to be implemented April 2011.	Roll call – approved

Agenda Item	Motion	Result
V.C.2.b	Approve the Southern System Strategic Plan as adopted by the Planning Panel on February 26, 2011, with the understanding that it will have to be amended to be consistent with the FY2012 Application for System Area and Per Capita Grants.	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. Betsy Mahoney	Library Representative at Large
Ms. Susan Mendelsohn	Public Library Trustee Under 15,000 Population
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. Annette Mills	School Library Representative
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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

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

Approve the March 15, 2011, Consent Agenda:

A. Approve the minutes of the February 15, 2011, regular Board meeting

B. Approve the February 2011 financial statements and reports

C. Approve the February 2011 Bill List in the amount of \$99,409.62.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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 several items with the Board:

- An article from *sj-r.com*, "Illinois library systems merging as they await funding."
- An article from *LibraryJournal.com*, "Libraries in Illinois Rethink Key Statewide Infrastructure."
- An article from *theIntelligencer.com*, "Library set for Author's Fair" featuring Glen Carbon Centennial Library

V. Reports

A. Officers

1. President – Linda McDonnell
 - a) Southern System Planning – Ms. McDonnell updated the Board on the Southern System Planning Panel videoconference meeting on March 11.
2. Vice-President – Ronald Coleman
 - a) Closed Meeting Minutes – Mr. Coleman reviewed several closed meeting minutes.

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

Accept Vice-President's recommendation on closed meeting minutes to open minutes and destroy tapes for the following meetings:

- **July 19, 2005**
- **September 12, 2005**
- **September 20, 2005**
- **October 18, 2005**
- **August 16, 2005**
- **August 31, 2005**
- **September 1, 2005**
- **September 15, 2005**
- **April 18, 2006**
- **June 19, 2007**
- **May 20, 2008**
- **August 17, 2009**

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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. Committees – no reports.

C. Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics

a) Financial Situation – Ms. Douglas distributed and discussed a Cash Flow Report.

b) Tornado Damage – Ms. Bednar reported that there was damage to the building, garage doors, trees, and fencing after the tornado on February 27, 2011.

Ms. Douglas reported on the amount of damage, what was covered by insurance, and what repairs would be made. Total damage was \$25,000 and the expense to LCLS will be approximately \$4,300.

b) Real Estate -

At 6:29 a motion was made by Mr. Fenton, seconded by Mr. Coleman, 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	Absent
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 6:54 a motion was made by Mr. Fenton, seconded by Ms. Nabe, to:

Return to regular session.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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. Steele, seconded by Ms. Nabe, to:

Proceed with negotiations pursuant of the sale of the 1.2 acre parcel of land.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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) Merger Meeting Update – Ms. Bednar and committee members reported on the meeting February 25-26 in Effingham. The committee discussed membership criteria with Greg McCormick and Lawren Tucker. It is recommended that libraries be grandfathered in. The simple membership criteria was added using the Illinois Libraries Laws & Rules.

The membership standards that were worked on will be forwarded to the

northern system. The signed Intergovernmental Agreement needs to be at the ISL by April 4.

The new name is Illinois Heartland Library System.

b) Actions Items from Planning Panel regarding the following:

- Delivery Standards
- Resource Sharing Plan
- Strategic Plan

Several items were reviewed and discussed.

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

Approve with corrections the Application for Merger of the Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and the Shawnee Library System into the Illinois Heartland Library System.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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. Nabe, seconded by Ms. Steele, to:

Endorse new Southern System Delivery Standards to be implemented April 2011.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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.

The Resource Sharing Plan was discussed and commented on.

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

Approve the Southern System Strategic Plan as adopted by the Planning Panel on February 26, 2011, with the understanding that it will have to be amended to be consistent with the FY2012 Application for System Area and Per Capita Grants.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Absent
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. Planning
 - a) FY2012 System Area and Per Capita Grant Application – Ms. Bednar discussed the March 14, 2011, VTEL meeting ISL hosted providing an opportunity for the systems to discuss questions that arise regarding the application. The application is due June 1, 2011.
 - b) Technology Report – no report.
 4. Membership Relations
 - a) GateNet Report – Ms. Bednar reported that Anne Craig will attend a special GateNet Users Forum meeting on March 16 to discuss the relationship between LLSAPs and the library systems in light of the current funding issues and mergers.
 - b) LAC – Ms. Bednar reported LAC discussed the documents needing action for the Planning Panel.
 5. Personnel Development
 - a) Staff Issues – no report.
 6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) – no report.
 - b) Illinois State Library committee(s)/program(s) work – no report.
 - c) Illinois Library association work (ILA, ISLMA, etc.) – Ms. Bednar reported she will attend a meeting April 14 in Champaign to discuss best practices for the ILA grant Future of Illinois Library Cooperation (FILC) from the Illinois State Library. The first two priorities are delivery and cooperative automation.
 - d) Other – no report.
- D. Illinois State Library Consultant – Ms. Brown highlighted several item from the ISL Consultant Report, which was distributed.

VI. Announcements

None

VII. Adjournment

The meeting adjourned at 8:21 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	323,723	318,183	274,627	323,741	295,968	357,274				2,902,708
Total Hours Available	744	744	720	744	720	744	744	672	744				6,576
Total Uptime	744	744	720	744	720	744	744	672					5,832
Total Patron Records	241,013	241,549	244,328	245,602	247,211	246,744	246,323	246,656	248,296				
Total Bib Records	754,193	755,218	757,283	756,598	756,183	755,685	757,338	756,555	758,739				
Total Holdings	2,342,629	2,342,375	2,348,480	2,349,149	2,350,177	2,347,996	2,345,373	2,341,832	2,348,171				
Total Training Events	6	3	3	7	6	4	3	11	11				54
Total Training Participants	71	5	29	27	16	10	44	18	75				295
Total Training Contact Hours	336	16	61	57	24	30	83	37	148				792
Continuing Education													
Total CE Events Held	8	5	3	5	5	3	6	4	4				43
Total CE Participants	66	24	24	70	21	11	75	14	11				316
Total CE Event Contact	388	63	174	15	29	23	233	42	33				1,000
Contacts													
Advisory Services Contacts	136	163	341	211	97	93	208	104	129				1,482
Customer Service Contacts	352	461	205	410	231	287	411	303	383				3,043
Total LD & CI Events*	4	4	8	6	8	6	6	6	8				56
Total LD & CI Participants*	88	62	149	114	137	85	107	81	147				970
Total LD & CI Contact Hours*	167	106	289	253	272	160	255	147	313				1,962
Total Communications	6,769	6,090	8,853	5,867	6,428	4,302	7,860	9,558	7,435				63,162
Total ISL Contacts						8	27	22	11				68
Total Non-member Contacts	144	112	152	154	164	197	149	146	152				1,370
Onsite Visits to Members	7	3	22	4	3	1	0	1	1				42
Delivery													
Total Miles Driven	15,889	15,659	15,254	14,371	14,782	13,815	11,659	11,942	16,623				129,994
Total Stops	1,149	874	1,092	1,042	956	1,038	897	821	1,153				9,022
Total Items Picked Up	91,712	96,745	97,246	94,572	92,935	79,580	63,977	86,879	106,877				810,523
Total Items Dropped Off	93,932	95,053	102,070	91,436	93,940	83,096	91,979	88,107	112,426				852,039
Resource Sharing													
Total ILL on LLSAP	43,605	46,048	50,363	47,660	46,460	41,370	49,444	44,929	55,321				425,200
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	11,391	14,415				90,380
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514	21,011	18,112	21,440	19,728	23,499				194,323
Other													
Total Video Conf. Events	2	2	1	1	0	0	1	0	3				10
Total VC Users	11	4	2	2	0	0	2	0	17				38
Total VC Contact Hours	5	5	12	9	0	0	5	0	11				47
Total Board Volunteer Hours	63	55	74	76	72	74	12	62	100				588
Total Web Site Visits	24,096	25,952	25,298	23,928	23,249	19,870	22,925	20,900	24,044				210,262

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