

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, June 21, 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, June 21, 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 May 17, 2011, regular Board meeting and the June 14, 2011, special Board meeting.
- B. Approve the May 2011 financial statements and reports
- C. Approve the May 2011 Bill List in the amount of \$102,848.35.
- D. In order to pay the bills through June 30, 2011, the business office be authorized to close the books as of July 31, 2011, for the fiscal year ending June 30, 2011.

AGENDA
June 21, 2011

- E. Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget.
- F. Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget.

IV. Communications

V. Reports

A. Officers

- 1. President – Linda McDonnell
 - a) Transition to Illinois Heartland Library System
 - b) Resolution for Retiring Board members
 - c) Recognize LCLS staff
- 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. Personnel Development
 - a) Staff Issues
- 4. Planning
 - a) Technology Report – Nicholas Bennyhoff
- 5. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) LAC Report – Leslie Bednar
- 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
May 17, 2011
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the May 17, 2011, Consent Agenda: A. Approve the minutes of the April 19, 2011, regular Board meeting B. Approve the April 2011 financial statements and reports C. Approve the April 2011 Bill List in the amount of \$117,367.07.	Roll call – approved
V.A.1.a	Resolve to commend Carol Stookey for her contribution to the development of the System and through it the strengthening of all member libraries, with appreciation / gratitude / thanks.	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.2.a	Approve resolution regarding the approval of the last meeting minutes of the LCLS Board of Directors and payment of the end of fiscal year bills, June 22 – June 30, 2011.	Roll call - approved
V.C.2.b	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.C.2.b	Return to regular session.	Roll call – approved
V.C.2.b	The Lewis & Clark Library System Board of Directors recommends that the Illinois Heartland Library System (IHLS) Transition Board explore the possibility of extending the current four directors to serve until the Executive Director position is filled.	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. 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

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

Approve the May 17, 2011, Consent Agenda:

- A. Approve the minutes of the April 19, 2011, regular Board meeting**
- B. Approve the April 2011 financial statements and reports**
- C. Approve the April 2011 Bill List in the amount of \$117,367.07.**

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.

IV. Communications

Ms. Bednar shared several items with the Board:

- An article from *news-gazette.com*, "Lincoln Trail changes policy on interlibrary loans".
- An article from *stltoday.com*, "The challenges of a multicultural village, Life and learning in Fairmont City".
- An article from *Edwardsville/Glen Carbon Chamber of Commerce Common Ground*, "Edwardsville & Glen Carbon Libraries Launch 'Transform U' Project, Seek Business Participation."

V. Reports

A. Officers

1. President – Linda McDonnell

- a) Ms. McDonnell reported that Carol Stookey was retiring and this would be her last board meeting. Ms. McDonnell read a resolution to Ms. Stookey and expressed the Board's appreciation for her service.

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

Resolve to commend Carol Stookey for her contribution to the development of the System and through it the strengthening of all member libraries, with appreciation / gratitude / thanks.

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) Southern System Planning – Ms. McDonnell updated the Board on the Illinois Heartland Transition Board meeting in Effingham on May 9. The Search Committee selected Bradbury and Associations as the search firm for the Executive Director. The Illinois State Library has approved the application to merge. The next meeting

will be May 26 in Effingham.

2. Vice-President – Ronald Coleman – no report

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) Real Estate -

At 6:31 a motion was made by Ms. Steele, seconded by Mr. Fenton, 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 6:51 a motion was made by Ms. Steele, 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.

2. Board Relations

- a) Board Action – With June 21 being the last LCLS Board meeting, the Board discussed bill payments and Board Minute approvals. Ms. McDonnell read the following resolution:

RESOLUTION

**APPROVAL OF THE LAST MEETING MINUTES
OF THE LCLS BOARD OF DIRECTORS
AND PAYMENT OF THE END OF FISCAL YEAR BILLS,
JUNE 22 – JUNE 30, 2011**

WHEREAS, Lewis & Clark Library System will cease to exist upon the formation of the Illinois Heartland Library System on July 1, 2011; and

WHEREAS, it is the intent of the Board of Directors of the Lewis & Clark Library System to ensure that the final documents and payments of the system are handled in an orderly manner and in compliance with legal requirements;

THEREFORE, BE IT RESOLVED, that the Lewis & Clark Library System Board of Directors delegates the authority to approve minutes of its last meeting and to approve payment of the end of the fiscal year bills (June 22 – June 30, 2011) to its Executive Committee: Linda McDonnell as President, Ronald Coleman as Vice President, Susan Mendelsohn as Secretary, and JoAnn Nabe as Treasurer.

This Resolution adopted by the Board of Directors of the Lewis & Clark Library System on the 17th day of May, 2011.

Signatures:

Linda McDonnell
President, LCLS Board of Directors

Susan Mendelsohn
Secretary, LCLS Board of Directors

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

Approve resolution regarding the approval of the last meeting minutes of the LCLS Board of Directors and payment of the end of fiscal year bills, June 22 – June 30, 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.

b) Illinois Heartland Library System Update –

At 6:58 a motion was made by Ms. Stookey, 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 8:04 a motion was made by Ms. Stookey, seconded by Ms. Nabe, 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 Ms. Nabe, seconded by Ms. Steele:

The Lewis & Clark Library System Board of Directors recommends that the Illinois Heartland Library System (IHLS) Transition Board explore the possibility of extending the current four directors to serve until the Executive Director position is filled.

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) 2011 Annual Meeting – Ms. Bednar discussed the upcoming meeting which will be on June 21 from 3:00-5:00pm. The theme will be Looking Back to Move Forward.
- 3. Planning
 - a) Technology Report – No report.
 - 4. Membership Relations
 - a) GateNet Report – Ms. Bednar reported that Jersey CUSD #100 is adding three new schools to GateNet.
 - b) LAC – Ms. Bednar reported LAC met last Thursday. With the current system changes LAC has been a very helpful sounding board.
 - 5. Personnel Development
 - a) Staff Issues – Ms. Bednar reported that Courier Driver Gerald Durbin resigned and a replacement will be hired.
 - 6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) – no report.
 - b) Illinois State Library committee(s)/program(s) work – Ms. Bednar reported on a meeting with Suzanne Schriar who oversees the CMC grant program. Plans are to continue the grant for FY12 and possibly expand it.
 - c) Illinois Library association work (ILA, ISLMA, etc.) – Ms. Bednar reported that she will serve on the Future of Illinois Library Cooperation (FILC) committee looking at statewide delivery. There will be a presentation of the committee’s project at ILA in October.
 - d) Other – no report
 - 7. Miscellaneous
 - D. Illinois State Library Consultant – No report.

VI. Announcements

None

VII. Adjournment

The meeting adjourned at 8:20 p.m.

Susan Mendelsohn

**Lewis & Clark Library System
Special Board Meeting Minutes
June 14, 2011
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.A.1	Go into closed session regarding the setting of a price for sale or lease of property owned by the public body.	Roll call – approved
III.A.1	Return to regular session.	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 3:59 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

Members absent:

Ms. Carol Stookey	Academic/Special 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

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

II. Open Forum – None

III. Reports

A. Administrative/Fiscal Topics
1. Real Estate

At 4:00 a motion was made by Mr. Coleman, seconded by Ms. Steele, 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	Absent
Ms. Susan Mendelsohn	Yes		

Motion carried.

At 4:41 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
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. Betsy Mahoney	Yes	Ms. Diane Steele	Yes
Ms. Linda McDonnell	Yes	Ms. Carol Stookey	Absent
Ms. Susan Mendelsohn	Yes		

Motion carried.

B. Board Relations

1. FY2011 Annual Meeting –

Ms. Pernicka gave an update on the events planned for the annual meeting.

The Board discussed how to show appreciation to the employees during the annual meeting.

VI. Announcements

The Board discussed the upcoming June 15, 2011, Illinois Heartland Library System Board Meeting.

VII. Adjournment

The meeting adjourned at 4.55 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	308,496	287,421		3,498,625
Total Hours Available	744	744	720	744	720	744	744	672	744	720	744		8,040
Total Uptime	744	744	720	744	720	744	744	672	744	720	720		8,016
Total Patron Records	241,013	241,549	244,328	245,602	247,211	246,744	246,323	246,656	248,296	224,881	225,417		
Total Bib Records	754,193	755,218	757,283	756,598	756,183	755,685	757,338	756,555	758,739	759,422	759,071		
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	2,352,018	2,344,147		
Total Training Events	6	3	3	7	6	4	3	11	11	10	9		73
Total Training Participants	71	5	29	27	16	10	44	18	75	46	36		377
Total Training Contact Hours	336	16	61	57	24	30	83	37	148	99	77		968
Continuing Education													
Total CE Events Held	8	5	3	5	5	3	6	4	4	2	4		49
Total CE Participants	66	24	24	70	21	11	75	14	11	1	43		360
Total CE Event Contact	388	63	174	15	29	23	233	42	33	3	217		1,220
Contacts													
Advisory Services Contacts	136	163	341	211	97	93	208	104	129	158	145		1,785
Customer Service Contacts	352	461	205	410	231	287	411	303	383	428	385		3,856
Total LD & CI Events*	4	4	8	6	8	6	6	6	8	6	7		69
Total LD & CI Participants*	88	62	149	114	137	85	107	81	147	85	100		1,155
Total LD & CI Contact Hours*	167	106	289	253	272	160	255	147	313	166	241		2,369
Total Communications	6,769	6,090	8,853	5,867	6,428	4,302	7,860	9,558	7,435	7,421	7,668		78,251
Total ISL Contacts						8	27	22	11	17	25		110
Total Non-member Contacts	144	112	152	154	164	197	149	146	152	147	151		1,668
Onsite Visits to Members	7	3	22	4	3	1	0	1	1	15	9		66
Delivery													
Total Miles Driven	15,889	15,659	15,254	14,371	14,782	13,815	11,659	11,942	16,623	14,489	14,605		159,088
Total Stops	1,149	874	1,092	1,042	956	1,038	897	821	1,153	1,029	1,000		11,051
Total Items Picked Up	91,712	96,745	97,246	94,572	92,935	79,580	63,977	86,879	106,877	92,099	87,277		989,899
Total Items Dropped Off	93,932	95,053	102,070	91,436	93,940	83,096	91,979	88,107	112,426	92,470	84,425		1,028,934
Resource Sharing													
Total ILL on LLSAP	43,605	46,048	50,363	47,660	46,460	41,370	49,444	44,929	55,321	46,740	39,590		511,530
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	8,539	6,484		105,403
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514	21,011	18,112	21,440	19,728	23,499	20,132	20,757		235,212
Other													
Total Video Conf. Events	2	2	1	1	0	0	1	0	3	3	0		13
Total VC Users	11	4	2	2	0	0	2	0	17	16	0		54
Total VC Contact Hours	5	5	12	9	0	0	5	0	11	10	0		57
Total Board Volunteer Hours	63	55	74	76	72	74	12	62	100	98	92		778
Total Web Site Visits	24,096	25,952	25,298	23,928	23,249	19,870	22,925	20,900	24,044	23,225	20,821		254,308

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