



**REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE METROPOLITAN LIBRARY SYSTEM – BURR RIDGE OFFICE**

January 16, 2006

CALL TO ORDER/ROLL CALL OF THE BOARD OF DIRECTORS/INTRODUCTION OF GUESTS

Pam Gaitskill called the meeting to order at 6:55 p.m. Director Vaughan called the roll and the following Board Members were present to establish a quorum.

Peg Blasage
Pam Gaitskill
Elder Michael Horton
Henry Latzke
Myra Mahlke
Thomas Read
Janet Kelenson

Susan Siebers
Elliot Spiegel
Sandra Taeuber
Connie Tapia
Jim Vaughan
Paul Whitsitt

Absent: Susan Chenoweth and Jan Schmudde

Also present were Janice Fisher, Advisory Committee Representative, and MLS staff members Alice Calabrese, Dean Bryan, Sue Pasetti, Scott Remmenga, Su Bochenski, Mary Lou Lowrey, and Dorothy Kovacs.

PROCEDURAL/CONSENT ITEMS

The following items were approved by the MLS Board:

Procedural/Consent Agenda

- a. Approval of Agenda
- b. Acceptance of the November 21, 2005 MLS Board Meeting Minutes (Exhibit A.1-A.6)

Tom Read moved, seconded by Susan Siebers, to:

APPROVE THE CONSENT AGENDA

Motion carried. Myra Mahlke abstained stating she was not present at the November, 2005 Board meeting.

ACTION ITEM #1

Myra Mahlke moved, seconded by Paul Whitsitt, to:

- a. Approve payment of bills for November and December 2005 in the amount of \$810,042.30 (Exhibits B.1-B.35)
- b. Approve the balance sheet and detail of expenditures for November and December 2005. (Exhibits C.1-C.12)

A voice vote of 13 yes, 0 no, and 2 absent was taken. Motion carried.

ACTION ITEM #2

Annual Meeting

Peg Blasage moved, seconded by Myra Mahlke:

TO HOLD THE ANNUAL MEETING IN LATE MARCH OR EARLY APRIL, 2006.

A voice vote of 13 yes, 0 no, and 2 absent was taken. Motion carried.

ACTION ITEM #3

At the January 5, 2006 Quarterly Meeting, members gave input on a proposal to institute MLS awards. (Exhibit D.1-D.3). The idea was brought forward from Advisory. The Board was then directed to the exhibit outlining the plan for awards. It was agreed that Choice #1 on Exhibit D.3 would be followed by the Committee handling the awards who would be charged with evaluating nominations and selecting the award winner. Committee would be comprised of 1 MLS staff liaison, 1 each from Academic, Special, Public and School libraries, 1 Advisory Committee Representative, and a Trustee or Board member.

ACTION ITEM #4

Recommend we establish an MLS staff award to recognize a staff member who exhibits Janet Hayes' qualities of dedication and efficiency in service to MLS members.

After some discussion on criteria for winning, it was agreed to make a motion covering both Action Item #3, MLS Awards, and Action Item #4, The Janet Hayes Staff Award to begin in the Fall of 2006.

Elliot Spiegel moved, seconded by Paul Whitsitt, to approve holding Annual MLS Awards as well as an Annual Janet Hayes Staff Award to begin in the Fall of 2006.

A voice vote of 12 yes, 0 no, 1 abstain, and 2 absent was taken. Motion carried.

ACTION ITEM #5

Change Mileage Reimbursement Rate

Scott Remmenga explained that this action item is in place in order to cover all future changes in mileage reimbursement rates. This will eliminate the need to have the Board vote on mileage rates every time they are changed.

Myra Mahlke moved, seconded by Peg Blasage to:

CHANGE THE MILEAGE REIMBURSEMENT
RATE TO BE WHATEVER THE IRS STANDARD BUSINESS
MILEAGE RATE IS EFFECTIVE JAN. 1, 2006 AND ANY
CHANGES AS IMPLEMENTED BY THE IRS GOING FORWARD.

A voice vote of 13 yes, 0 no, and 2 absent was taken. Motion carried.

ACTION ITEM #6

Purchase of New Delivery Van

Myra Mahlke moved, seconded by Peg Blasage, to:

APPROVE THE PURCHASE OF A DELIVERY VAN UP TO THE BUDGETED AMOUNT OF \$32,500.00.

A voice vote of 13 yes, 0 no, and 2 absent was taken. Motion carried.

ACTION ITEM #7

Approval of Revised SWAN Membership Agreement. (Exhibit E.1-E.12) Exhibits referred to in the text of the agreement are not included as there are no revisions in the exhibits. However, the exhibits are available for review from SWAN if you would like to do so.

Dean Bryan explained that this revision has taken approximately two years to complete. Basically, the intent of the agreement has not changed but some of the language has become obsolete. The finished agreement has been reviewed by our attorney.

Henry Latzke moved, seconded by Connie Tapia, to:

APPROVE THE REVISIONS TO THE SWAN MEMBERSHIP AGREEMENT

A voice vote of 12 yes, 0 no, and 2 absent was taken. Motion carried.

INFORMATIONAL ITEM #1

Building Update

a. HVAC

Scott reported a few warranty issues remain unresolved. The VAV boxes in the Annex and Conference Room are still not working. While waiting for all issues to be resolved, no payments are being made.

b. Flood (insurance)

Scott reported that we have been reimbursed for everything we submitted to the insurance company. Total amount that has been paid out or will be paid out is \$110,000.00. The Service Master amount was \$65,000.00. There are two additional items; one for steam cleaning the carpeting in the computer room that we will be getting a separate check for, and another small cleaning bill.

c. Remodeling

Scott also reported that the carpeting was replaced in the Meeting Room, the foyer area, and the hallway. New tile was installed on the kitchen floor. The lounge area of the women’s rest room had new carpeting installed. Floor covering in all of the delivery/shipping area was replaced. Some drywall was replaced. The wall at the south end of delivery was knocked down to create more open space. As mentioned above, the carpeting in the computer room needs to be steam cleaned. Carpeting going all the way down the hall to Interlibrary Loan was replaced. Alice’s office carpeting was replaced. The meeting room, delivery/shipping area, Alice’s office, and the staff room were all covered by insurance. Everything else was not. Kitchen cabinets were refinished, a new counter top was installed, a new stove was installed in the staff room since the old one was damaged in the flood.

INFORMATIONAL ITEM #2

Strategic Plan

- a. Notes from CBR Consulting on the Meeting with MLS Board (Exhibit F.1-F.2)
- b. Notes from CBR Consulting on the MLS Staff In-Service Day (Exhibit G.1-G.4)
- c. SOAR Approach to Strategic Planning (Exhibit H.1-H.3)

Note: SOAR includes work on deliverables. These include: training in the SOAR process, development of visions, mission strategies as well as action steps necessary to accomplish the strategies.

INFORMATIONAL ITEM #3

Special Library Closing (Exhibit I)

SPSS Inc. at 233 S. Wacker Drive in Chicago is closing their Corporate Library.

INFORMATIONAL ITEM #4

Illinois Library Day (Exhibit J.1-J.2)

This year's Illinois Library Day is scheduled for Wednesday, March 1, 2006. Anne Craig is extremely interested in having a thousand people attend the rally. There will be a march from the Abraham Lincoln Presidential Library. Everyone was encouraged to attend. Mary Lou Lowrey added that there are plans to meet with the legislators on March 1st as well. Participants can register on the ILA website.

Some discussion followed regarding buses going down to Springfield as well as whether there are any nearby Catholic churches as March 1st is Ash Wednesday this year.

INFORMATIONAL ITEM #5

FY07 Budget Process to begin in February

Scott Remmenga reported that it is anticipated that our budget will be the same as last year. We will have a rough draft completed and have the Finance Committee meet before the February Board meeting. Note: Regarding the Salary Review; if anything was implemented that affected the SWAN area, the General Fund would take the hit the first year and not impact the SWAN budget because that budget has already been passed.

Reports

- a. Report of the Illinois State Library (Martin Luther King Holiday today. Karen Egan did not join us)
- b. Report of the Executive Director
 - ILSDO has been informed by Anne Craig that each library system will be visited by the Inspector General's staff. We should be prepared for a one-day visit. The Illinois State Library was the first department in the Secretary of State's office to be reviewed. The Inspector General will review the programmatic areas of service.
 - Rose Prohaska retired. Rose was a nineteen-year employee in the area of Reciprocal Borrowing.
 - There will be another retirement next month; Gloria Wilson, administrative assistant in Youth Services. She has been with us approximately ten years.
 - The Chicago office staff has been moved to the Burr Ridge office. Cherie Calvin, Lynette Glenn, Yvonne Riley and Kathryn Deiss have been relocated from Chicago. We are hoping this will bond us all closer together. Suite 400 in Chicago is open now and the leasing agent has been told that it

is available to sublet. Suite 680 will remain the training room for Dominican classes, training for our members, and the meeting room for alternate Board meetings. When training is taking place in Suite 680, we will have MLS staff present.

- We hired an independent contractor to work on the “One State-One Listen” LSTA grant. She will be with us for five months.
- Alice has been invited by the Bill and Melinda Gates Foundation to attend “Sustaining Public Access Computing and Public Libraries—Leadership” in Washington, DC on February 2, 2006. All expenses will be covered. The foundation is interested in public libraries’ leadership role within the community in order to sustain free access to computers and the internet.

c. Report of the SWAN Council Representative

- There was no SWAN Council Representative present. Dean Bryan asked if the Board had any questions of SWAN. He pointed out his report is part of the Board packet along with the meeting notes from the SWAN Administrators’ Council Meeting held on Dec. 12, 2005. In answer to a question from the Board, Dean stated the SWAN budget passed unanimously at the SWAN Administrators’ Quarterly earlier this month.

d. Staff Reports (Exhibit K.1-K.8 with additional reports attached to these minutes)

Correspondence

- a. Letter from Indian Prairie Public Library Board of Trustees President, Marian Krupicka to Alice Calabrese dated December 14, 2005 thanking us for our assistance in their search for a library director and announcing that their Board has chosen Jamie Bukovac as their new Library Director. (Exhibit L)
- b. Letter of intent to direct a contribution to MLS in Burr Ridge from the Steve and Delores Sarovich Foundation in memory of Janet Hayes (Exhibit M).

ADJOURNMENT

Peg Blasage moved, seconded by Connie Tapia, that:

THE BOARD MEETING BE ADJOURNED

A voice vote of 13 yes, 0 no, 2 absent was taken. Motion carried.

The meeting adjourned at 7:45 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Jim Vaughan, Secretary