



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

March 20, 2006

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

Pam Gaitskill called the meeting to order at 6:40 p.m. Director Vaughan called the roll and the following Board Members were present to establish a quorum.

Susan Chenoweth
Pam Gaitskill
Janet Kelenson
Henry Latzke
Myra Mahlke
Jan Schmutde

Thomas Read
Susan Siebers
Elder Michael Horton (arrived at 6:45 p.m.)
Elliot Spiegel
Sandra Taeuber
Jim Vaughan
Paul Whitsitt

Absent: Peg Blasage and Connie Tapia

Also present were MLS staff members Alice Calabrese, Dean Bryan, Sue Pasetti, Scott Remmenga, and Dorothy Kovacs. Also present was Mr. Lou Garapolo, an architect with Garapolo/Maynard in Oak Park.

PROCEDURAL/CONSENT ITEMS

The following items were approved by the MLS Board:

Procedural/Consent Agenda

- a. Approval of Agenda
- b. Acceptance of the February 20, 2006 MLS Board Meeting Minutes

Tom Read moved, seconded by Myra Mahlke, to:

APPROVE THE CONSENT AGENDA

The other Board members present agreed. Motion carried.

ACTION ITEM #1

- a. Approval of the payment of bills for February 2006 in the amount of \$143,073.97
- b. Balance sheet and detail of expenditures for February 2006

Myra Mahlke moved, seconded by Paul Whitsitt, that it be

**RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE THE
PAYMENT OF BILLS FOR FEBRUARY 2006 IN THE AMOUNT OF
\$143,073.97, AND ACCEPT THE BALANCE SHEET AND DETAIL
OF EXPENDITURES FOR FEBRUARY 2006**

A voice vote of 12 yes, 0 no, and 3 absent was taken. Motion carried.

(Elder Michael Horton arrived at 6:45 p.m.)

ACTION ITEM #2

New Member Application – Midwest College of Oriental Medicine Library

Paul Whitsitt moved, seconded by Myra Mahlke, that it be

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR MLS MEMBERSHIP FROM THE MIDWEST COLLEGE OF ORIENTAL MEDICINE LIBRARY.

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

ACTION ITEM #3

Approval of Delivery Van Bid

Tom Read moved, seconded by Henry Latzke, that it be

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE THE STAFF'S RECOMMENDATION THAT, SINCE THIS BID IS \$6,000 HIGHER THAN THE COST OF THE DELIVERY VAN IN 2005, WE REJECT THE BID SUBMITTED AND GO OUT TO BID AGAIN

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

ACTION ITEM #4

Appreciation of Retiring Directors of MLS Member Libraries

All members present agreed that it be

RESOLVED, THAT THE BOARD OF DIRECTORS OF THE METROPOLITAN LIBRARY SYSTEM RECOGNIZE THE EXPENDITURE OF ENERGY, TIME AND TALENT OF DENISE WEBBER, RETIRING DIRECTOR OF ACORN PUBLIC LIBRARY; EDWARD BYERS, RETIRING DIRECTOR OF OAK PARK PUBLIC LIBRARY; LEE SCHACHT, RETIRING DIRECTOR OF INDIAN PRAIRIE PUBLIC LIBRARY; BILL BABCOCK, RETIRING DIRECTOR OF LANSING PUBLIC LIBRARY; PAT TERRACINO, RETIRING DIRECTOR OF CICERO PUBLIC LIBRARY; AND JANE MILLER, RETIRING DIRECTOR OF PALOS PARK PUBLIC LIBRARY, THAT THIS RECOGNITION BE CONVEYED WITH GRATITUDE BY LETTER, AND THAT THIS RESOLUTION BE INCLUDED IN THE MINUTES AS A PERMANENT RECOGNITION OF THEIR CONTRIBUTIONS.

Chairman Gaitskill signed the Certificates of Recognition for those mentioned above. Alice Calabrese also informed the Board that there will be a special recognition for them at the MLS Annual Meeting. Calabrese also asked everybody present to let her know if they are aware of any other retiring librarians.

Unanimous voice vote carried.

INFORMATIONAL ITEM #1

Contractor budget costs from Garapolo/Maynard Architects, Inc. for various phases of building remodeling.

Mr. Lou Garapolo of Garapolo/Maynard Architects in Oak Park was present and did a presentation on the proposed plans to create a new entrance into the building from the rear parking lot. He displayed some drawings so Board members could more easily visualize the proposed plan. He also went through the costs for the various phases of construction. The Board thanked Mr. Garapolo for attending the meeting.

INFORMATIONAL ITEM #2

HVAC Update

Scott Remmenga reported that workmen have replaced all the faulty equipment. The project manager for Bear Construction will schedule the walk-through during the first week of April.

INFORMATIONAL ITEM #3

Chicago Office Building Lease Update

Grubb & Ellis met with staff to discuss representation on an exclusive basis to identify similar properties for lease and to negotiate with U. S. Equities for Suite 680. Pricing will be reviewed for a five and ten-year lease. The present lease is through June 2007.

INFORMATIONAL ITEM #4

Board Election Update (nominations/election timeline)

Nomination applications for a seat on the MLS Board of Directors went out via email to the membership, as well as being placed on the MLS website. Deadline for receiving the completed applications is April 12, 2006. Presently, the Nominating Committee is comprised of Melanie Ehrhart of the Federal Reserve Bank of Chicago; and Jill Postma, Trustee of Homewood Public Library. Current Board members are eligible to run again. Chairman Gaitskill mentioned that the names of the individuals on the Nominating Committee should be publicized to the membership. Susan Siebers suggested that nominations should go to the Chair of the committee.

INFORMATIONAL ITEM #5

Finance Committee Report

Scott Remmenga reported that the Finance Committee met prior to this evening's Board meeting and reviewed a list of outstanding building issues. The salary schedule review process will be discussed and then brought to the full Board as part of the FY07 budget. Two key budget items are work on the MLS website as well as repairs to the rear parking lot. Parking lot repairs and website work will be a part of the budget that will be ready for the Board at the April meeting. In answer to a question from the Board, it was noted that the appraised value of the MLS Burr Ridge building is about \$1,500,000. To purchase a building like this would cost approximately \$3,000,000.

INFORMATIONAL ITEM #6

Executive Director Evaluation Process

It was noted that we need to get a form out two weeks from now so that the Board gets it back to President Gaitskill by May 1, 2006. It needs to be discussed at the May Board meeting. Topics on the form include:

- Relationship with the Board
- Advocacy
- Staff management
- Cooperation
- Merger issues

Also , Alice Calabrese will send out her self-evaluation to the Board.

Reports

- a. Report of the Illinois State Library (No report from the ISL)
- b. MLS Advisory Committee Minutes dated January 25, 2006

Janice Fisher reported that the next MLS Advisory Committee meeting has been rescheduled for next week but noted that some of the topics covered at the last meeting include:

- Election of a Co-Chair (Janice Fisher agreed to fill that position for another year)
- Illinois Library Day (a lot of discussion time was devoted to this topic)
- MLS Awards
- ILA Awards
- Strategic Plan Update
- Partnership and Fund Raising

- c. Report of the Executive Director

Some items covered in the Executive Director's report:

- Meeting with Secretary Jesse White
- Advisory Committee Meeting
- Oak Park Public Library Board Meeting
- Strategic Planning Steering Committee Meeting
- ILA Trustee Forum
- Library Day in Springfield
- SWAN Quarterly Meeting
- MLS Quarterly Meeting
- Panelist on College of DuPage teleconference, "Management Roundtable"
- Executive Team Meetings

- d. Report of the SWAN Council Representative

Some items covered in the SWAN report:

- SWAN Quarterly was held on Thursday, March 2, 2006
- Courtesy notices
- Brookfield Public Library is working toward their migration to SWAN
- Dean will get together with Jerry Kline, CEO of Innovative, on Friday in Boston while at PLA

e. Staff Reports (reports attached to these minutes)

CORRESPONDENCE

Letter to Alice Calabrese from the Bill & Melinda Gates Foundation dated March 6, 2006 thanking her for participating in a recent meeting to discuss the role that leadership and advocacy plays in sustaining public access computing in public libraries.

ADJOURNMENT

Pam Gaitskill moved, seconded by Myra Mahlke, that:

THE BOARD MEETING BE ADJOURNED

Unanimous voice vote carried.

The meeting adjourned at 7:40 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Jim Vaughan, Secretary