



Metropolitan Library System

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

July 17, 2006

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

Meeting called to order at 5:30 p.m. The roll was called by Alice Calabrese, MLS Executive Director, and the following Board Members were present to establish a quorum.

Peg Blasage	Milfred Moore
Susan Chenoweth	Tom Read
Sylvia Jenkins	Jan Schmudde
Janet Kelenson	Susan Siebers
Henry Latzke	Sandra Taeuber
Fifi Logan	Connie Tapia
Myra Mahlke	Paul Whitsitt

Absent: Elliot Spiegel

Also present were MLS staff members Alice Calabrese, Dean Bryan, Sue Pasetti, Scott Remmenga, David Seleb, Su Bochenski and Dorothy Kovacs.

Other guests: Neil Kelley, Illinois State Library, via videoconference connection

Those recently elected to the MLS Board, Ms. Jenkins, Ms. Logan, Mr. Moore, Ms. Blasage, and Ms. Mahlke rose to take the oath of office. Upon completing the oath of office, the new members of the Board signed the oath, which in turn was signed by the Secretary.

ELECTION OF OFFICERS

Ballots were distributed for offices of the Board.

President

- Mahlke nominated Spiegel
- Blasage nominated Chenoweth
- Whitsitt nominated Kelenson – Kelenson declined
- Chenoweth nominated Whitsitt – Whitsitt declined
- Mahlke moved to close nominations for President, Chenoweth seconded

Members of the Board then filled out the ballots for Board President
Elliot Spiegel was elected President

Vice President

- Tapia nominated Siebers
- Blasage nominated Jenkins, Jenkins declined
Siebers was elected Vice President by acclamation

Treasurer

- Blasage nominated Latzke
- Whitsitt nominated Chenoweth

Members of the Board then filled out the ballots for Board Treasurer

There was a tie for Treasurer so it was agreed to determine the winner by a coin toss. Chenoweth won the coin toss and was elected Treasurer.

Secretary

- Tapia nominated Mahlke
- Whitsitt nominated Blasage

Members of the Board then filled out the ballots for Board Secretary
Blasage was elected Secretary

Finance Director Scott Remmenga then asked the elected officers to sign the bank authorization cards and were told they would need to produce their driver's licenses. Scott also explained the procedures for expense reports.

PROCEDURAL/CONSENT ITEMS

The following items were approved by the MLS Board:

Procedural/Consent Agenda

- a. Approval of Agenda
- b. Acceptance of the June 19, 2006 MLS Board Meeting Minutes

Paul Whitsitt moved, seconded by Henry Latzke, to:

APPROVE THE CONSENT AGENDA

Voice vote carried unanimously.

ACTION ITEM #1

- a. Approval of the payment of bills for June 2006 in the amount of \$445,805.12
- b. Balance sheet and detail of expenditures for June 2006 (Due to the audit, this item will be presented at the September meeting.)

Susan Chenoweth moved, seconded by Janet Kelenson, that it be

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE THE
PAYMENT OF BILLS FOR JUNE 2006 IN THE AMOUNT OF
\$445,805.12

There was a question from Paul Whitsitt about the bill from Landmark Construction on the cement work. Scott Remmenga explained it was for the repair of concrete walkways around the perimeter of the building and the addition of a concrete extension across the width of the interior of the garage to facilitate loading and unloading the trucks. There was also a question from Henry Latzke on whether

the payment to Rendel's for the new delivery van was the same amount as the bid. The check to Rendel's was the same amount as their bid.

A voice vote of 14 yes, 0 no, and 1 absent was taken. Motion carried.

ACTION ITEM #2

Appointment of Deputy Treasurer and Assistant Secretary

In accordance with Chapter 102, Illinois Revised Statutes (Officers) Section 23, the Executive Director is appointed as Deputy Treasurer and Assistant Secretary.

Sylvia Jenkins moved, seconded by Jan Schmudde, to move to previous roll that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPOINT THE EXECUTIVE DIRECTOR
AS DEPUTY TREASURER AND ASSISTANT SECRETARY

Motion accepted and passed.

ACTION ITEM #3

Schedule of Meetings for FY2007 (Exhibit C.1) and possible videoconference arrangements

There was a request to include the times the meetings will begin at both the Burr Ridge and Chicago locations. With that addition, Milfred Moore moved to previous roll that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE SCHEDULE OF
MEETINGS FOR FY2007 AS SUBMITTED AND THAT MEETINGS
IN CHICAGO WILL BEGIN AT 3:00 P.M. AND MEETINGS HELD
IN BURR RIDGE WILL BEGIN AT 5:30 P.M.

Motion accepted and passed.

ACTION ITEM #4

Cancellation of August and December Meetings

Henry Latzke moved, seconded by Paul Whitsitt, to move to previous roll that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS AGREE TO CANCEL THE AUGUST
AND DECEMBER 2006 MLS BOARD MEETINGS

Motion accepted and passed.

ACTION ITEM #5

Approval of Bank Resolutions (Exhibit D.1)

Connie Tapia moved, seconded by Henry Latzke, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE BANK RESOLUTIONS AS SUBMITTED.

A voice vote of 14 yes, 0 no, and 1 absent was taken. Motion carried.

ACTION ITEM #6

Prevailing Wage Rate (Exhibit I.1-I.9)

Memo: The Illinois Procurement Code requires prevailing wage payments to service employees performing work on STATE contracts. It also requires the government agency's Board of Directors to pass a yearly resolution and file of certified copy with the Secretary of State and the Department of Labor.

Henry Latzke moved to previous role, seconded by Jan Schmudde, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE PREVAILING WAGE RESOLUTION (Exhibit I.1-I.2) ATTACHED.

Motion accepted and passed.

INFORMATIONAL ITEM #1

Committee Elections Finance/Planning (3 to 5 Board Members on each committee)

Board members are to let the President or Executive Director know if they would like to participate on either of the two standing committees (Finance or Planning)

INFORMATIONAL ITEM #2

Ford Taurus System Vehicle

Scott Remmenga explained that the Ford Taurus is a 1999 model and will cost about \$3,000.00 to repair everything including the tires. At this point it is about what it is worth. We would like to sell it to Carmax.

INFORMATIONAL ITEM #3

Update on Chicago Lease

Some of the staff went downtown and looked at the sites that Alice Calabrese had selected. It was agreed to have drawings done on two of the sites. One site is right next door at 200 S. Michigan Avenue. That is being totally renovated. Another site is at 200 W. Adams. We will need to come up with a recommendation by September. We could rent on a month by month basis.

INFORMATIONAL ITEM #4

Plaquemines Parish Libraries – Hurricane Katrina (Exhibits E.1-E.3)

Alice discussed the email she received from Mr. Edward Valauskas regarding a cooperative arrangement to provide students from Dominican (as part of a “disaster preparedness” formal class) to help in the reconstruction of the libraries in Plaquemines Parish in Louisiana damaged during Hurricane Katrina. Alice said she would like to have Mr. Valauskas attend the Board’s September 2006 meeting to talk about supporting and assisting the class at Dominican working on this project. A Power Point presentation depicting the damage to some of libraries in this area was circulated among the Board members.

The Board agreed to invite Mr. Valauskas to the September meeting to do a presentation.

Reports

- a. **Report of the Illinois State Library** – videoconference connection with Neil Kelley, ISL
Some of the points reported on by Neil Kelley:
 - They have been very busy reviewing the grants that have come in. Each of the Systems is sending staff to review grants.
 - ISL staff is meeting with the Systems on their Per Capita Grant applications. The interview with MLS will be tomorrow, June 18, 2006 in Springfield.
 - We are happy to have funds available to help with some creative ideas for the libraries. We were able to add \$250,000.00 to construction grant offerings due at the end of this month. Full applications are due the month after that. We will review applications in October. Awards will be granted by the first of December.
 - There will be a reduction next Spring in the Live and Learn grant for the ISL. There have been questions about whether this was restored. No, it was not.
 - Neil will be with us at the September 2006 Board meeting
- b. **MLS Advisory Committee Minutes dated May 24, 2006**
Highlights from that meeting include:
 - Strategic Plan Update/Quarterly Meeting Discussion
 - Continuing Education Discussion
 - FY2007 MLS Board Elections
 - Zone Meeting Schedule/Advisory Term Expiration Dates
- c. **Report of the Executive Director** (Report is attached to these minutes)
No additional information was added to the Executive Director’s report

Report of the SWAN Council Representative

Attached to these minutes are the SWAN Director’s (Dean Bryan’s) Report for June 2006, the SWAN Administrators’ Quarterly Meeting Agenda (June 1, 2006), the SWAN 2006 Computer Fund Subcommittee Notes (June 6, 2006), and the SWAN Administrators’ Council Meeting Notes (June 21, 2006).

No further information was added to any of these reports at the meeting

- d. **Staff Reports** (reports attached to these minutes)

Correspondence

- a) Letter dated June 12, 2006 from Kimberly Litland, Director of Brookfield Public Library, thanking Kathryn Deiss for facilitating their Visioning Day on Saturday, June 10, 2006. (Exhibit H.1)
- b) Letter dated May 30, 2006 from Steve Moskal, Director of the LaGrange Public Library, thanking Kathryn Deiss for facilitating their In-Service Day on May 4, 2006. (Exhibit H.2)

- c) Letter to Alice Calabrese from Karen Egan, LSTA Grants Consultant with the Illinois State Library, dated July 6, 2006 in appreciation for everything over the past two years during Karen's term of ISL liaison with MLS. (Exhibit H3)
- d) Letter from MLS member Tressler, Soderstrom, Maloney & Priess informing us that they are now a Limited Liability Partnership and the name should be Tressler, Soderstrom, Maloney & Priess, LLP. (Exhibit H4)

Janet Kelenson thanked Alice Calabrese on behalf of the Oak Park Public Library for helping their Board and Oak Park HR Director in their search process for a new Library Director.

ADJOURNMENT

Tom Read moved, seconded by Paul Whitsitt, that:

THE BOARD MEETING BE ADJOURNED

Unanimous voice vote carried.

The meeting adjourned at 6:40 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Peg Blasage, Board Secretary