



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

October 16, 2006

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

Chairman Elliot Spiegel called the meeting to order at 5:40 p.m. The roll was called and the following Board Members were present to establish a quorum.

Peg Blasage
Susan Chenoweth
Sylvia Jenkins
Janet Kelenson (absent)
Henry Latzke (arrived at 5:50 p.m.)
Fifi Logan
Myra Mahlke
Milfred Moore (arrived at 5:50 p.m.)

Tom Read
Jan Schmutde (absent)
Susan Siebers
Elliot Spiegel
Connie Tapia (arrived at 5:50 p.m.)
Sandra Taueber
Paul Whitsitt (arrived at 5:55 p.m.)

Absent: Janet Kelenson, and Jan Schmutde.

MLS staff members present included Alice Calabrese, Dean Bryan, Scott Remmenga, Su Bochenski, and Dorothy Kovacs. Additional guests included Neil Kelley, Illinois State Library, Kathy Parker, Glenwood-Lynwood Public Library, and Rich Wolff, Tinley Park Public Library.

CONSENT AGENDA

- a. Approval of Agenda
- b. Acceptance of the September 18, 2006 MLS Board Meeting Minutes
- c. Approval of the payment of bills for September 2006 in the amount of \$193,040.54
- d. Acceptance of the balance sheet and detail of expenditures for September 2006

Susan Chenoweth moved, seconded by Susan Siebers, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA AS
PRESENTED.

A voice vote of 9 yes, 0 no, and 6 absent was taken. Motion carried.

ACTION ITEM #1

- Revoke membership in Metropolitan Library System
- a. Jasculca/Terman & Associates
 - b. Council for Jewish Elderly

Peg Blasage moved, seconded by Tom Read, that it be:

RESOLVED, THAT THE MLS BOARD OF DIRECTORS REVOKE
THE MEMBERSHIP OF JASCULCA/TERMAN & ASSOCIATES AND
TO ALSO REVOKE THE MEMBERSHIP OF THE COUNCIL FOR
JEWISH ELDERLY AS THEY NO LONGER MAINTAIN A LIBRARY
OR HAVE AN EMPLOYED LIBRARIAN

A voice vote of 9 yes, 0 no, and 6 absent was taken. Motion carried.

ACTION ITEM #2

Employee Blood Donation Leave

Peg Blasage move, seconded by Sylvia Jenkins, that it be:

RESOLVED, THAT THE MLS BOARD OF DIRECTORS
APPROVE A POLICY FOR AN EMPLOYEE BLOOD
DONATION LEAVE

A voice vote of 9 yes, 0 no, and 6 absent was taken. Motion carried.

ACTION ITEM #3

Purchase of New Delivery Van

Peg Blasage moved, seconded by Sylvia Jenkins, that it be

RESOLVED, THAT THE MLS BOARD OF DIRECTORS
APPROVE THE PURCHASE OF A DELIVERY VAN NOT
TO EXCEED THE BUDGETED AMOUNT OF \$30,000.00

A voice vote of 9 yes, 0 no, and 6 absent was taken. Motion carried.

DISCUSSION ITEM #1

Board Meeting Dates Conflict with Holidays

January 15, 2007 – Martin Luther King, Jr. Day

February 19, 2007 – Presidents' Day

Board Directors Milfred Moore, Henry Latzke, and Connie Tapia arrived at the MLS Board Meeting at 5:50 p.m.

After some discussion and a show of hands, it was agreed to change the January 2007 Board meeting to January 8, 2007 and to change the February 2007 Board meeting to February 26, 2007

Board Director Paul Whitsitt arrived at the MLS Board Meeting at 5:55 p.m.

INFORMATIONAL ITEM #1

MLS Annual Meeting – October 20, 2006 – Update

It was agreed to begin the MLS Annual Meeting at 9:45 a.m. rather than 9:30 a.m. to accommodate incoming commuter trains bringing some of the MLS members to the meeting. The train station is just across the parking lot from the Tinley Park PL where the Annual Meeting is taking place.

Anne Craig and Neil Kelley will join us at our Annual Meeting.

Six government officials were nominated for MLS Awards to be distributed at the Annual Meeting.

They may be present at the Annual Meeting. It is important for the Board to support the Annual Meeting.

President Elliott Spiegel will give a full report to the members in attendance at the Annual Meeting.

Susan Siebers stated that we would be best served by talking about what is good about the Zones and Advisory so we can take those ideas and expand them for Chicago. It was also

suggested to have the ideas recorded so that we can use those ideas in determining what is good for the System. Maps of the location of the various MLS member libraries can be found on the MLS web site by selecting the "Members" tab when in the MLS web site and then scrolling down to the bottom of the "Members" page.

Reports

a. **Report of the Illinois State Library** – Neil Kelley was present for the Board meeting and reported the following:

- On October 2nd, 2006 the sub-committee met and reviewed the grants and made recommendations. The Secretary has accepted the recommendations so we are funding 17 construction grants this year. The ISL had four times the requests than they had available funds for the program. They are hoping that this sends a message across the street that they need to consider adding more funds. There is a dire need for funds for the infrastructure of the libraries.
- The ISL is finishing up their strategic plan. They have done their mission statement and have begun their grant reporting workshops on the LSTA grants for this current year. Some of the MLS libraries will be attending those in the near future.
- Neil also said he is looking forward to seeing everyone on Friday, October 20, 2006 at the MLS Annual Meeting.

b. **Report of the Executive Director** (Report is attached to these minutes)

Highlights from this report include:

- Landmark Construction due to repair and seal the foundation of the MLS building in Burr Ridge
- Painting will be done in the areas of the MLS building in Burr Ridge that were damaged by last year's flood
- Upgrading or replacement of the phone system at the Burr Ridge facility
- MLS is going to bid for a new delivery truck
- Receptions held to introduce the new consulting team to MLS members
- MLS staff survey conducted by the Management Association of Illinois
- Alice has been invited to serve on the board of the Management Association of Illinois
- MLS staff potluck lunch was held October 11 to commemorate the flood of one year ago
- Flu shots will be available in early November for MLS staff
- Blood donation leave policy is being presented to the MLS Board
- Meetings with Boards of member libraries to assist in their search for a new Director
- One of the library trustees of an MLS member library who is also on the MLS Advisory Committee has approached her employer to determine if she could apply for a grant on behalf of MLS. Last year she applied for a grant for the library where she is a trustee and they were given a \$35,000 grant. We would need to register as a 501-C-3
- Alice has been in touch with the Bill & Melinda Gates Foundation and is distributing a copy of their initiatives to the MLS Board. There is a possibility that MLS could apply for funding for our member libraries under one of the initiatives.
- Sandra Taeuber will not be able to continue working at her position and, therefore, she cannot continue on the MLS board. A replacement will need to be made. Sandra also works at Trinity College and she might be able to help us on our Advisory Committee since we need someone representing Academics.

A short discussion was held on Systems helping member Boards in their search for a Director and on the possibility of having a policy offering replacement service to individual libraries. Neil Kelley said that most Boards go through a search for a director very infrequently and have no training in

it. If more services are needed than just the basics to follow when choosing an Executive director, should we consider charging a fee.

c. **MLS Advisory Committee Minutes dated August 23, 2006**

Highlights from that meetings include:

- MLS Quarterly – Sept. 7, 2006
- Continuing Discussion on the role of Advisory
- Member Survey on Consulting Needs
- MLS Awards
- Consulting Positions
- Packaging
- New MLS Web Site Demo
- Foster Kids Losing Library Books

d. **Report of the SWAN Council Representative (Rich Wolff of the Tinley Park PL representing Zone 7 on the SWAN Council)**

Highlights from that meetings include:

- Begun the process of reviewing the SWAN Participation Agreement
- Reviewing and revising the SWAN priority task list with Dean
- At the October meeting, will begin working on the FY'08 SWAN budget
- SWAN audit will be conducted by consultants from Innovative Technologies at the end of January
- Migration of the Brookfield PL into SWAN
- As with anything technology related, there have been other issues but they have all been dealt with in a timely manner

In answer to a question from Director Tom Read, Rich Wolff explained that the Brookfield PL had been a SWAN library, then they became a stand alone and now they are migrating back to become a member of the SWAN consortium.

e. **Staff Reports** (reports attached to these minutes)

Correspondence

- a. Letter dated October 2, 2006 from Anne Craig, Director of the Illinois State Library, to Alice Calabrese thanking MLS for submitting their annual report for FY2006 in a timely manner. (Exhibit J.1)
- b. Letter dated September 21, 2006 from Mary Lynn Fayoumi, President of The Management Association of Illinois, thanking Alice Calabrese for agreeing to serve on their Board of Directors. (Exhibit J.2)

ADJOURNMENT

Tom Read moved, seconded by Henry Latzke, that:
THE BOARD MEETING BE ADJOURNED
Unanimous voice vote carried.
The meeting adjourned at 6:30 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Margaret A. Blasage,
Board Secretary