



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

November 20, 2006

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

Chairman Elliot Spiegel called the meeting to order at 3:10 p.m. The roll was called and the following Board Members were present to establish a quorum.

Peg Blasage	Milfred Moore (arr. 3:20)
Susan Chenoweth	Tom Read
Sylvia Jenkins (arr. 3:15)	Jan Schmutde (absent)
Janet Kelenson	Susan Siebers
Henry Latzke (absent)	Elliot Spiegel
Fifi Logan	Connie Tapia (absent)
Myra Mahlke (absent)	Paul Whitsitt

Absent: Sylvia Jenkins, Henry Latzke, Myra Mahlke, Milfred Moore, Jan Schmutde, Connie Tapia

Guests present included MLS staff members, Alice Calabrese, Sue Pasetti, Dean Bryan, Scott Remmenga, David Seleb, Su Bochenski, and Dorothy Kovacs. Also present were Neil Kelley, Illinois State Library; Kathy Parker, Glenwood-Lynwood Public Library; and Jamie Bukovac, Indian Prairie Public Library.

CONSENT AGENDA

- a. Approval of Agenda
- b. Acceptance of the October 16, 2006 MLS Board Meeting Minutes
- c. Approval of the payment of bills for October 2006 in the amount of \$220,140.24
- d. Acceptance of the balance sheet and detail of expenditures for October 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.

Before the roll was taken, a Board member raised a question as to why there are separate checks for Santa Fe building management in Chicago. The Finance Director replied that separate checks are written for our leases on Suite 400 and Suite 680 in the Santa Fe building in Chicago.

A voice vote of 8 yes, 0 no, and 6 absent was taken. Motion carried.

ACTION ITEM #1

Contract with North Suburban Library System (NSLS) to host the MLS electronic newsletter and they will provide necessary technical support.

Susan Siebers moved, seconded by Paul Whitsitt, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE INTERGOVERNMENTAL AGREEMENT
WITH NORTH SUBURBAN LIBRARY SYSTEM
FOR PROVIDING E-NEWSLETTER TECHNOLOGY AND RELATED
SERVICES.

Sylvia Jenkins arrived at 3:15 p.m.

Copies of the Intergovernmental Agreement for Providing E-Newsletter Technology between Metropolitan Library System and North Suburban Library System was distributed to Board members. MLS shall pay NSLS the sum of \$6,281.00 for use and support of the NSLS's e-newsletter technology until June 30, 2008 or a period of approximately 1 ½ years. By that time, MLS should know if we want to continue with NSLS or host it at MLS. There was a brief discussion about library trustees receiving paper copies of the newsletter. Some solutions included obtaining e-mail addresses of trustees and sending them copies of the electronic newsletter or have library directors give us addresses of their trustees. Also, the library directors could print the newsletter and hand it down to their trustees. A copy of the agreement is filed with the board packet materials for November 20, 2006. The MLS Finance Department also has a copy.

Milfred Moore arrived at 3:20 p.m.

A voice vote of 9 yes, 0 no, 1 abstain and 4 absent was taken. Motion carried.

ACTION ITEM #2

Position on the Duplication of DVD's and Other Electronic Media

Tom Read moved, seconded by Janet Kelenson, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS ACCEPT THE FOLLOWING POLICY ON THE DUPLICATION AND CIRCULATION OF DVD'S AND OTHER ELECTRONIC MEDIA:

- The practice of duplicating DVDs and other electronic media, except as provided for in copyright law, by any member of the Metropolitan Library System must cease immediately.
- Any existing copies of duplicated DVDs and other electronic media must be removed from all circulation and destroyed.
- Any bibliographic record in the Metropolitan Library System Local Library System Automation Project (SWAN) of a duplicated DVD or other electronic media must be removed from that electronic catalog.

It was suggested that one small change to the motion be made in that it should read in part "accept the following policy" instead of "accept the following position".

A voice vote of 10 yes, 0 no and 4 absent was taken. Motion carried.

ACTION ITEM #3

Policy on Meetings via Electronic Means (94-1058)

Milfred Moore moved, seconded by Sylvia Jenkins

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE POLICY ON MEETINGS VIA ELECTRONIC MEANS, IN COMPLIANCE WITH PUBLIC ACT 94-1058 AMENDING THE OPEN MEETINGS ACT WHICH TAKES EFFECT JANUARY 1, 2007.

It was pointed out that a quorum of members of the Board MUST be physically present at the location of the meeting. Only those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means. A Board member may only attend a meeting through electronic conferencing if it is due to 1) personal illness or disability; 2) employment purposes or the business of the Board; or 3) a family or other emergency.

A voice vote of 10 yes, 0 no and 4 absent was taken. Motion carried.

ACTION ITEM #4

Reinstate Membership of Museum of Contemporary Art

Paul Whitsitt moved, seconded by Susan Siebers, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS ACCEPT THE APPLICATION OF THE MUSEUM OF CONTEMPORARY ART FOR REINSTATED MEMBERSHIP.

A voice vote of 10 yes, 0 no and 4 absent was taken. Motion carried.

ACTION ITEM #5

Change January and February 2007 Board Meeting Dates

Tom Read moved, seconded by Fifi Logan, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE CHANGING THE BOARD JANUARY MEETING DATE TO JANUARY 8, 2007 AND THE BOARD FEBRUARY MEETING DATE TO FEBRUARY 26, 2007 BECAUSE OF CONFLICTS WITH MARTIN LUTHER KING DAY AND PRESIDENTS' DAY

All members present said aye. Motion carried.

INFORMATIONAL ITEM #1

Letter from Inspector General's Office on the MLS Audit

Board members were in receipt of a letter from Joanne C. Hohlman, Inspector, Auditor Analyst. Scott Remmenga reported that he will have everything requested submitted by the end of the month. Three Board members should look at and come back with recommendations on the issue of Advocacy Day. The question from Ms. Hohlman was how many MLS employees attended Advocacy Day in Springfield and whether their time was paid as a workday, day off or unpaid. Since 98% of our funding comes from State funds, staff involvement is always monitored. It was determined that Fifi Logan, Milfred Moore and Peg Blasage will work on a committee on the Advocacy Day issue. Alice will get material together and will contact the committee. After MLS has submitted the requested information to the Inspector General's office, response from them should be back to us by March, 2007.

INFORMATIONAL ITEM #2

Mileage reimbursement rate has been changed to .485 per mile effective January 1, 2007

The above item was self-explanatory and no further discussion ensued.

INFORMATIONAL ITEM #3

System Presidents and Directors Meeting Report

Board President, Elliot Spiegel, along with MLS Executive Director, Alice Calabrese, attended this meeting a month ago along with all the other Presidents and System Directors in Springfield. Following are some highlights from the meeting:

- Presentation by the budget people for the Secretary of State's Office. Information given lead us to the informal conclusion that we will be lucky to be able to keep our current budgets. One project requiring a

large amount of funds from the Secretary of State's Office will be the requirement of a photo I.D. card implemented by May 2008.

- There was an excellent discussion of the Open Meetings Act.
- Bob Doyle of the Illinois Library Association gave a presentation including a warning about a television show that had already been broadcast about the danger in libraries.
- Library U. The Gates web site. The Illinois State Library will be using Web Junction as its web site. Systems will be working with the Illinois State Library to help populate the information and we think it is a good thing.

INFORMATIONAL ITEM #4:

Business Managers Meeting Update

Scott Remmenga reported the following:

- They asked for the General Fund distribution to have a highlight explaining each category. This is basically what Scott is giving the Board now.
- Anne Craig, Greg McCormick, Mike Ragen and Pat Norris (in groups of two) are coming out to each one of the Systems to talk about the overall budget situation and the budget presentation as a part of the current application.
- Scott received the new accounting manual. The State wants a true picture of the LLSAP report and what it cost to run LLSAP.
- Another meeting is planned for the end of February just so that we can go over things and make sure everyone is on the same page.

INFORMATIONAL ITEM #5

Results of Bid Opening on the Purchase of a New Delivery Van

Sue Pasetti reported that the bid opening for the purchase of a new delivery van was held on October 23, 2006. The winning bid was \$21,521.00 submitted by Rendel's in Joliet, Illinois.

INFORMATIONAL ITEM #6

Management of the Lewis & Clark Library System LLSAP "GateNet" (Dean)

MLS staff was asked to meet with staff at the Lewis and Clark Library System concerning their potential need for help with their LLSAP. They are in the process of filling the LLSAP Director position. Discussions involved:

- The process of a software upgrade due in December for the Lewis and Clark Library System
- The potential management by MLS of the LLSAP

Dean Bryan and Scott Remmenga visited with Tina Hubert, Executive Director and her staff. It was determined that we could consult on the upgrade, but the management issue would require consultation with SWAN Council and the MLS Board.

INFORMATIONAL ITEM #7

Chicago Lease Update

Sue Pasetti reported that the manager of the 224 S. Michigan Avenue building agreed to give us a lease renewal for Suite 680 for one year. They said they would be open to that. We have also seen drawings for the other two sites so by January there should be something to show the Board.

Reports

- a. **Report of the Illinois State Library** – Neil Kelley was present for the Board meeting and reported the following:
 - Neil Kelley reported that construction grants were awarded from 17 down to 16. One declined because they were given a building by the school district. Of the 16 funded, one was from Metropolitan Library System. It was Lansing Public Library who received an accessibility grant

for \$12,500. There were 16 questions on the ballot in November that dealt with libraries and we have had a 56% passage rate.

- The E-Rate fund is available for application again. Bill Gates as well as the Illinois State Library have gotten behind it. The Systems are being encouraged to apply. The funding rate window is open from November 14, 2006 to July 1, 2007
- Verizon has an award available called the Verizon Tech Savvy Award. There is a call for nominations. There are four \$5,000 Regional Awards and one \$25,000 National Award. The deadline for submission is January 12, 2007.
- On December 6, 2006 there will be an expo at the Schaumburg PL from 9:30 a.m. to 4:30 p.m. that is free. Box lunches will be available for purchase. There will be representatives there from 30 different vendors showcasing their programs and this is a nice opportunity. This is about the seventh year this has been done.
- Applications are still being accepted for Synergy 2007 which is the Illinois State Library leadership initiative. Applications are being accepted until November 30, 2006. It is a year-long commitment.

b. MLS Advisory Committee Minutes dated September 27, 2006

Topics covered at this meeting include:

- ILL AV Bags
- MLS Annual Meeting
- Funding Assistance from Legislators
- MLS Consulting Services

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

Alice reported that due to her recent accident which resulted in a broken wrist requiring surgery, there is no report but she wanted to mention that the MLS staff has been wonderful in handling MLS business. Alice did distribute a statistical report on Library U.

d. Report of the SWAN Council Representative (presented by Jamie Bukovac- SWAN Co-Chair)

Highlights from this report include:

- Release 2006 was installed and everything went smoothly.
- Brookfield Public Library is officially up and running.
- Scott presented the 2008 budget to the SWAN Council and it was accepted. There is an average increase of 9% in the operating expense.
- Recommending to the members approval of a report server, burster and a Spanish web pac language interface (one-third of the cost of a back-up generator). These will be purchased with reserve fund money.
- Five-year capital expenditure plan –establish a rotation of purchasing one server each year so that each server is no more than three years old.
- SWAN 2006 Computer Fund sub-committee has discussed ways to make SWAN more efficient and perhaps generate additional revenue. One suggestion- a charge for any work required by SWAN members that has not been recommended by SWAN. At the Quarterly, the members will be asked for an advisory vote on this.
- The 2006 Committee has also been discussing the use of loan rules and trying to reduce these for more efficiency and better flexibility. This will be looked at closely by the Council and should have a recommendation for the Council in March.
- Member roles and responsibilities have been edited. This is something that is an appendix to the participation agreement regarding members deciding to leave the SWAN consortium.
- Fees that are paid by libraries that are not SWAN members but who still have direct access to the database.
- At the Quarterly, a demo of Innovative's new interface called Encore. This is not out yet and is still in development.
- SWAN appreciates the Board doing a salary study because it was needed.

e. Staff Reports (reports attached to these minutes)

ADJOURNMENT

Tom Read moved, seconded by Fifi Logan, that:

THE BOARD MEETING BE ADJOURNED

Unanimous voice vote carried.

The meeting adjourned at 4:50 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Margaret A. Blasage,
Board Secretary