



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

January 8, 2007

**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  
Henry Latzke  
Fifi Logan  
Myra Mahlke  
Milfred Moore

Tom Read  
Jan Schmudde  
Susan Siebers  
Elliot Spiegel  
Connie Tapia  
Paul Whitsitt

Absent: None

MLS staff members present included Alice Calabrese, Dean Bryan, Sue Pasetti, David Seleb and Dorothy Kovacs. Additional guests included Neil Kelley, Illinois State Library and Kathy Parker, Glenwood-Lynwood Public Library, MLS Advisory Committee Representative.

**CONSENT AGENDA**

- a. Acceptance of the November 20, 2006 MLS Board Meeting Minutes
- b. Approval of the payment of bills for November and December 2006 in the amount of \$415,646.71
- c. Balance sheet and detail of expenditures for November 2006

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

RESOLVED, TO APPROVE THE CONSENT AGENDA AS AMENDED  
CHANGING THE WORD "POSITION" TO "POLICY" IN ACTION ITEM #2  
STATING THE MLS BOARD OF DIRECTORS ACCEPT THE FOLLOWING  
POLICY ON THE DUPLICATION AND CIRCULATION OF DVD'S AND  
OTHER ELECTRONIC MEDIA.

A voice vote of 11 yes, 0 no, and 3 abstain was taken. Motion carried.

**ACTION ITEM #1**

Negotiation of Lease for a Chicago Facility

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM  
BOARD OF DIRECTORS APPROVE MOVING FORWARD WITH  
THE NEGOTIATION OF A LEASE FOR A CHICAGO FACILITY.

Our lease at 224 S. Michigan Avenue in Chicago is up on June 30, 2007. Board members previously asked to have a real estate analysis for several locations in the downtown Chicago area. MLS staff working on this issue have been the MLS Executive Team (mostly David Seleb and Sue Pasetti). Examples of two real estate locations were brought to the Board at the January meeting. The Board

suggested that a grid be prepared. The grid should include pricing of rental space, technical renovations required including cost, rental of space as needed and an analysis of workshops and other events to be held in Chicago. Susan Chenoweth and Connie Tapia agreed to work with staff on this issue. The Board would like to discuss this further at the February meeting and make a final decision at the March meeting.

### **DISCUSSION ITEM #1**

Employee Opinion Survey

Alice Calabrese did a Power Point presentation on the Employee Survey results. A copy is attached to these minutes.

### **DISCUSSION ITEM #2**

Board Roles and Responsibilities

Tom Read, Elliot Spiegel and Alice Calabrese met to prepare a job description for the MLS Board members. This document will be used at the orientation of new Board members and would be discussed and reviewed periodically. Discussion was held around the issue of who speaks for the organization in times of crisis. That issue is also reflected in the job description for MLS Board members. In regards to orientation of new Board members, it was agreed that the Executive Director should take the lead. It was also stressed that MLS members and MLS staff should contact the Executive Director with concerns and not contact Board members directly.

### **INFORMATIONAL ITEM #1**

MLS Board Elections – 2007

Alice Calabrese presented the timeline for the 2007 Board elections a copy of which is attached to these minutes. Last year's nominating committee consisted of a past president of the Board as well as academic and public library representatives. Elliot Spiegel (the current Board President) will appoint a nominating committee.

### **INFORMATIONAL ITEM #2**

Illinois Library Day

It was reported that the date of Illinois Library Day will be April 19, 2007.

### **INFORMATIONAL ITEM #3**

Follow-up Questions From Inspector General

The Board was in receipt of handouts prepared by Scott Remmenga, Director of Finance, containing copies of emailed questions from the Inspector General along with Scott's replies to those questions. Additionally, the Board received a copy of the cover letter Scott sent to Joanne Hohlman, Office of the Inspector General for the Secretary of State, listing all the enclosed documents and information the Inspector General had requested. That letter and information was sent to the Inspector General on December 6, 2006. Those documents are attached to these minutes.

#### **INFORMATIONAL ITEM #4**

Replacement for Former Board Member, Sandra Taeuber

Sandra Taeuber, school librarian on the Board, has resigned. Ingrid Lamp Niinema has been appointed by President Spiegel to fill Sandra Taeuber's term. She is presently at a middle school in Brookfield, Illinois. According to the MLS Bylaws, which read in part, "Any vacancy in a directorship occurring between annual meetings of the System shall be filled by appointment by the Board of Directors from the type of library represented by such directorship".

#### **INFORMATIONAL ITEM #5**

Gas mileage reimbursement rate effective January 1, 2007 is .485 cents per mile

#### **Reports**

- a. **Report of the Illinois State Library** – Neil Kelley was present for the Board meeting and reported the following:
  - Two ISL staff members are retiring; Mike Ragen and Mike McCaslin.
  - The ISL sponsors an electronics expo every year. 200 librarians attended at the Schaumburg Public Library District.
  - December 5, 2006, the ISL Advisory Committee met in an all day meeting. Topics of the discussion included OCLC and web junction as well as LSTA and what is being planned for next year along with a five year-plan.
  - Illinois Library Day is April 19, 2007
  - Most states give a very finite number of LSTA Grants. Anywhere from five or six with fifteen or twenty being the norm. LSTA money is used a lot to finance internal programs. The ISL will take those funds no more than 4% mandated. The rest goes back out to the field in the form of grants.
  
- b. **Report of the Executive Director** (Report is attached to these minutes)  
Highlights from this report include:
  - Strategic Planning – Blueprint, a project management software, will be used by each MLS department to determine how the strategies will affect their area of support for the members.
  - Staffing - a 25-hour part-time position is available in shipping and receiving. Interviews are being conducted. A second position currently being worked on is for internal tech support, programming and web site management. The position description is being finalized. We hope to fill it before the end of this fiscal year.
  - Ethics and Advocacy – A committee comprised of Board members Peg Blasage, Fifi Logan, and Milfred Moore along with Executive Director Alice Calabrese met. It was decided that a legal opinion should be sought to determine if MLS employees are considered state employees. We need to tightly define what "advocacy" means. The committee recommends that ethics training be conducted for staff on a yearly basis. Regarding Library Day in Springfield, the committee felt it would recommend that staff get paid for coordinating the activities of its members and the Illinois State Library. Also, the committee felt that the breakfast was not a lobbying event as it is done before the hours of work. The full report is attached to these minutes.
  
- c. **MLS Advisory Committee Minutes**  
It was noted that since the MLS Advisory Committee was not able to meet due to the lack of a

quorum, there are no approved minutes to submit at this time. The Advisory Committee's next meeting is set for Wednesday, January 24, 2007. Kathy Parker (Glenwood-Lynwood Public Library), Advisory Committee Representative, reported there are no concerns.

d. **SWAN Report**

- Dean Bryan reported that the November Automation and Technology Services report is part of this month's Board packet. The December report is a handout at this meeting and a copy is attached to these minutes.
- The SWAN budget was passed at the Quarterly.
- The governance structure of SWAN will be reviewed in the next three to six months.

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

**Correspondence**

- a. Copy of a letter from the Brookfield Public Library to the Illinois State Library dated December 5, 2006 thanking them for the migration grant to once again become a member of SWAN (System-Wide Automated Network).
- b. Letter from ISLMA (Illinois School Library Media Association) dated November 27, 2006 to Alice Calabrese thanking Jeannie Dilger-Hill, one of the MLS Consultants, for her hard work at the recent ISLMA Conference held from November 9<sup>th</sup> to November 11, 2006.

**ADJOURNMENT**

Peg Blasage moved, seconded by Connie Tapia, that:

THE BOARD MEETING BE ADJOURNED

Unanimous voice vote carried.

The meeting adjourned at 7:30 p.m.

Minutes prepared by Dorothy Kovacs  
Respectfully submitted,

dk

Margaret A. Blasage,  
Board Secretary