



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

July 16, 2007

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

President Elliot Spiegel called the meeting to order at 6:05 p.m. The roll was called and the following Board Members were present to establish a quorum.

Margaret Blasage	Crystal Megaridis
Marilyn Boria	Milfred Moore
Susan Chenoweth	Merri Monks
Sylvia Jenkins	Tom Read
Janet Kelenson	Elliot Spiegel
Ingrid Lamp Niinemae	Paul Whitsitt
Henry Latzke	
Myra Mahlke (absent)	

Also present were Neil Kelley, Illinois State Library; Kathy Parker, Glenwood-Lynwood Public Library (Advisory Co-Chair); Colleen L. McCarroll, Shimer College Library; MLS staff members Alice Calabrese, Scott Remmenga, Sue Pasetti, David Seleb, Su Bochenski and Dorothy Kovacs.

Members absent: Myra Mahlke

CONSENT AGENDA

- a. Approval of Agenda
- b. Acceptance of the June 18, 2007 MLS Board Meeting Minutes
- c. Approval of the payment of bills for June 2007 in the amount of \$392,905.11
Balance sheet and detail of expenditures for June 2007 (Will be presented with audit report for FY07 at September meeting)

Tom Read expressed concern about the amounts on some of the bills. Scott described the items in question. There was some concern about putting such large amounts on Platinum Plus and incurring over the limit amounts. Scott explained that the Executive Team have credit cards and whoever card is used for a purchase handles the approval of the purchase. The Board agreed that we should have some investigation on smart cards by staff with a report back at the next Board meeting. Scott stated that some of the items were purchased online and we are getting much better prices that way. Only MLS Directors have credit cards. Scott also stated that he will come to the next meeting with some explanations and recommendations.

Also, the roll call vote count on the Consent Agenda of the June 18, 2007 to be amended to reflect a total of 15 Board members.

Susan Chenoweth moved, seconded by Milfred Moore, that it be:

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

Voice vote carried.

ACTION ITEM #1

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.

Milfred Moore moved, seconded by Peg Blasage, that it be:

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

Voice vote carried.

ACTION ITEM #2

Schedule of Meetings for FY2008

Peg Blasage moved, seconded by Susan Chenoweth, that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE SCHEDULE OF
MEETINGS FOR FY2008 AS SUBMITTED

Voice vote carried.

ACTION ITEM #3

Cancellation of August and December 2007 Meetings

Peg Blasage moved, seconded by Henry Latzke, that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS AGREE TO CANCEL THE AUGUST
AND DECEMBER 2007 MLS BOARD MEETINGS

Voice vote carried.

ACTION ITEM #4

Approval of Bank Resolutions

Susan Chenoweth moved, seconded by Milfred Moore, that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS AGREE TO APPROVE THE MLS BANK RESOLUTIONS
THAT AUTHORIZE OFFICERS OF THE MLS BOARD
AS SIGNERS ON ACCOUNT AND ANY CHECKS OVER \$10,000 SHALL REQUIRE
TWO (2) SIGNATURES EXCEPT FOR TRANSFER BETWEEN FUNDS OR
BETWEEN MLS OR LIMRiCC

Voice vote carried.

ACTION ITEM #5

Prevailing Wage Rate

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.

Paul Whitsitt moved, seconded by Marilyn Boria, that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE PREVAILING WAGE
RESOLUTION ATTACHED.

Roll call was taken with the results of 13 yes, 0 no, 1 absent, and 1 vacant seat on the Board.
Motion carried.

ACTION ITEM #6

New Member Application – Shimer College Library

In consideration of Colleen L. McCarroll from Shimer College Library attending the Board meeting this agenda item was moved up to #1. David Seleb gave a brief description of the application of Shimer college and Colleen gave a presentation and history of the college. The library does not have a website. Some of their books are cataloged. They had been members of the North Suburban Library System when they were in Waukegan. They have a pretty general academic collection. They do not have an electronic catalog collection. They have joined CARLI and are considering joining ISHARE.

Susan Chenoweth moved, seconded by Peg Blasage, that it be:

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

Voice vote carried.

INFORMATIONAL ITEM #1

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

Three to five members are needed on each of the two Board Committees, Finance and Planning. The Finance Committee is appointed by the President and Chaired by the Treasurer. The Planning Committee is appointed by the President and Chaired by the Vice President. The two major topics that fall under the Finance Committee are the audits and the budgets. The Planning Committee will meet one to two times probably in January and March as we look at our Strategic Plan. The Finance Committee will meet prior to the September 17, 2007 Board meetings at 4:00 p.m. to review the MLS and LIMRiCC audits. Board members interested in serving on either of these committees are asked to notify either Alice Calabrese, Susan Chenoweth, or Dorothy Kovacs by the middle of August.

The September 17, 2007 Board meeting will be held in Burr Ridge and will begin at 4:00 p.m. with a Finance Committee meeting being held prior to the LIMRiCC and MLS Board Meetings.

Tom Read pointed out that a recommended "best practice" under Sarbanes-Oxley is to have an Audit Committee separate from the Finance Committee. Another recommended best practice is to change auditors every five years (the auditor as an individual, not necessarily the auditing firm). Alice stated she will ask the accounting firm rep to speak to this issue during his presentation to the Board. This will be an agenda item for the Finance Committee. That committee can then make a recommendation to the Board subsequent to the meeting.

INFORMATIONAL ITEM #2

Electronic Newsletter Survey Results

Alice stated that we would email the results of the electronic newsletter survey to the Board members.

INFORMATIONAL ITEM #3

Reimbursement for Board Members for travel

Scott Remmenga explained the reimbursement procedures to the MLS Board members.

INFORMATIONAL ITEM #4

Security issues related to MLS Building

Alice explained that a new MLS security policy has been put in place regarding the doors to the Burr Ridge building. The front door will remain locked with a doorbell and speaker in the vestibule that visitors can use to speak to one of the MLS phone operators who can either buzz the visitor in or page the MLS staff member whom the visitor wishes to see to alert them that they have a visitor. That MLS staff person can then either buzz the visitor in or go to the vestibule to greet them. This change is being made as a safety issue for staff and also to cut down on work interruptions.

INFORMATIONAL ITEM #5

Reports

a. Report of the Illinois State Library

Neil Kelley of the Illinois State Library covered the following points regarding the ISL.

- LSTA will mark their 10th anniversary at a celebration during October's Illinois Library Association annual conference in Springfield.
- Secretary of State Jesse White awarded FY08 LSTA grants to libraries in Athens, Chillicothe, Forreston, Harrisburg, and Tuscola.
- ISL has awarded a \$90,000 grant to LaSalle Public Library to help the library make a collection of outstanding children's literature available for statewide resource sharing.
- Ask Away virtual reference program recently marked its one-year birthday.
- WebJunction Illinois developers want to create a "group portrait" of the Illinois library family. They are looking for photos of libraries, staff volunteers, programs, special collections, artwork, artifacts, etc. See the LibraryU homepage for details on uploading your photos.
- ISL is cooperating with COSLA (Chief Officers of State Library Agencies) in distributing the 2007 COSLA Library Construction Survey of the States.
- Citizenship Toolkit is available for order. Order directly from their website at www.citizenshiptoolkit.gov
- ILLINET/OCLC Delegate Election Results
- ISL will host the traveling exhibit "Art and Architecture in Illinois Libraries" which will run from July 23-August 15 and can be seen in the atrium of the ISL during regular library hours.
- The Field Museum of Natural History in Chicago is currently hosting a "much talked about" exhibition on Charles Darwin and the theory of evolution. (a copy of Neil's report is filed in the July 16, 2007 Board packet file)

b. MLS Advisory Committee Minutes dated May 30, 2007

Kathy Parker, Advisory Co-Chair, gave the following report:

- Advisory is talking about the role of Advisory.
- Discussed the potential merger of Zones 3 and 4 and Zones 8 and 9.

c. Report of the Executive Director

Alice Calabrese gave her report, a copy of which is filed in the July 16, 2007 Board packet file. An additional item under Facilities in the report is the receipt of another proposal to get a new door and concrete walkway for another entrance at the northeast end of the Burr Ridge building.

Tom Read and Elliot Spiegel were asked to meet with Alice concerning measurement of her goals. The meeting will be held in July.

d. Report of the SWAN Council Representative

Elliot Spiegel raised the following points regarding SWAN and asked that they be pursued:

1. Establish access fees to join SWAN, if you are not a member library, to get delivery, etc.
2. Have an open enrollment period each year for accepting new members to SWAN.

Scott replied that this was brought up at the last SWAN Council meeting. Discussions will begin along with the review of new governance structure.

e. Staff Reports (Part of the July 16, 2007 Board packet file)

Scott Remmenga reported on NIMEC (Northern Illinois Municipal Electric Cooperative). They have been checking and said that over the weekend we could save 6% to 7% on the usage part of our bill. We have contacted those libraries that came to the April 24, 2007 workshop. Once they go to bid, if savings are over 2%, a contract would be signed. The contract would be through June 1, 2008.

ADJOURNMENT

Mifred Moore moved, seconded by Henry Latzke, that:

THE BOARD MEETING BE ADJOURNED

Unanimous voice vote carried.

The meeting adjourned at 7:15 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Paul Whitsitt,
Board Secretary