



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

**November 19, 2007
Minutes**

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

President Janet Kelenson called the meeting to order at 5:46 p.m. The roll was called and the following Board Members were present to establish a quorum.

Marilyn Boria	Jeana Mays-Browne (absent)
Susan Chenoweth	Crystal Megaridis (absent)
Sylvia Jenkins (absent)	Milfred Moore
Janet Kelenson	Merri Monks
Ingrid Lamp Niinemae	Tom Read
Henry Latzke	Elliot Spiegel
Myra Mahlke (absent)	Lorée Washington
	Paul Whitsitt

Also present were: Jamie Bukovac, Indian Prairie Public Library (SWAN Co-Chair); MLS staff members Alice Calabrese, Scott Remmenga, Su Bochenski, Dean Bryan, and Dorothy Kovacs. Attending via conference call was Neil Kelley, Illinois State Library.

Members absent: Sylvia Jenkins, Myra Mahlke, Jeana Mays-Browne, and Crystal Megaridis.

CONSENT AGENDA

Approval of Agenda of the November 19, 2007 MLS Board Meeting
Acceptance of the October 15, 2007 MLS Board Meeting Minutes

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

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

Voice vote carried.

ACTION ITEM #1

- a. Approval of the payment of bills for October 2007 in the amount of \$233,445.43
- b. Balance sheet and detail of expenditures for October 2007

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

**RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM
BOARD OF DIRECTORS APPROVE THE PAYMENT OF BILLS
FOR OCTOBER 2007 AND ACCEPT THE BALANCE SHEET
AND DETAIL OF EXPENDITURES FOR OCTOBER 2007**

A roll call vote of 11 yes, 0 no, and 4 absent was taken. Motion carried.

ACTION ITEM #2

2007 Election of Executive Trustee – Illinois Municipal Retirement Fund

WHEREAS, section 7-174 of the Illinois Pension Code provides for an eight-member Board of Trustees of the Illinois Municipal Retirement Fund, four of whom are to be elected by the IMRF Participating units of government; and
WHEREAS, section 7-175 of the Pension Code provides rules for the election of the IMRF Board of Trustees; and

WHEREAS, the governing body of each participating unit of government shall have one vote at any election in which an Executive Trustee is to be elected; and
WHEREAS, it is appropriate that the Board of Directors of the Metropolitan Library System exercise its right to vote in the 2007 IMRF Executive Trustee election.
NOW THREFORE BE IT RESOLVED that the Board of Directors of the Metropolitan Library System gives its vote in the 2007 IMRF Executive Trustee election

(vote for one)

- Donald J. Carlsen
- Ruth E. Faklis
- Gerald D. Sagona

Write-In Candidate

Marilyn Boria moved, seconded by Merri M. Monks, that it be resolved that, regarding this election, the MLS Board of Directors cast their vote for Ruth E. Faklis.

Voice vote carried.

ACTION ITEM #3

Back-Up Generator

RESOLVED, THAT THE METROPOLITAN LIBRARY SYTEM BOARD OF DIRECTORS APPROVE THE PURCHASE OF A BACK-UP GENERATOR FOR THE BURR RIDGE LOCATION

This item will be covered in the Finance Committee Report , Discussion Item #1.

ACTION ITEM #4

New Copiers for MLS – Buy or Lease

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE PURCHASE/LEASE OF A NEW COPIER

This item will be covered in the Finance Committee Report, Discussion Item #1.

ACTION ITEM #5

Audit Extension Contract

Susan Chenoweth moved, seconded by Elliot Spiegel, that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE EXTENSION OF THE CONTRACT BETWEEN THE METROPOLITAN LIBRARY SYSTEM AND THE AUDITING FIRM OF SIKICH GARDNER & CO. LLP

Voice vote carried.

ACTION ITEM #6

Resolution Supporting School Media Specialists

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

WHEREAS, THE ISBE HAS PROMULGATED NEW RULES REGARDING ALL STUDENTS TO HAVE ACCESS TO LIBRARY MEDIA PROGRAMS AND STAFFED BY CERTIFIED LIBRARY INFORMATION SPECIALISTS WHICH ARE AVAILABLE FOR PUBLIC COMMENT,

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF METROPOLITAN LIBRARY SYSTEM COMMEND AND ENDORSE THE INCLUSION OF A REQUIREMENT THAT ALL STUDENTS HAVE ACCESS TO LIBRARY MEDIA PROGRAMS STAFFED BY CERTIFIED LIBRARY INFORMATION SPECIALISTS IN THE PROPOSED NEW RULES.

A roll call vote of 10 yes, 1 no, and 4 absent was taken. Motion carried.

DISCUSSION ITEM #1

Report from MLS Finance Committee

Back-up Generator: Sue Pasetti discussed the figures for a back-up generator that she had submitted for the Finance Committee's consideration. After some discussion, the Finance Committee suggested that having Sue Pasetti get at least one more quotation would be helpful to them. The Finance Committee agreed to table this item for now.

New Copiers for MLS: Sue Pasetti presented figures for a new copier for MLS. The Finance Committee feels that going with the same vendor might lock us in for five years which is longer than the equipment will last. Sue was asked to gather more vendor information. The Finance Committee agreed to table this item for now.

Audit Extension Contract: The Finance Committee recommends extending the contract between MLS and the auditing firm of Sikich Gardner & Co. LLP.

Separate Audit Committee:

The Finance Committee recommends against a separate Audit Committee for the Board but will take direction from Mr. David Dyer, the pro bono accounting consultant.

Budget Discussion – 2008:

Three library members, Ruth Faklis, Prairie Trails PL; Kathy McSwain, Chicago Ridge PL; and Jim Casey, Oak Lawn PL, attended the Finance Committee earlier this evening and stated that the membership does want to be involved in the discussions. Their comments appear here:

Ruth Faklis:

We support the cost coming to SWAN and are in favor of helping with the finances. I would like to present the following:

- A token amount should come from the non-SWAN members
- SWAN carries all expenses of SWAN staff except for the Director. Could we have a break-out for future discussions? What percent is spent on SWAN vs. MLS issues by the Director of Automation?

Kathy McSwain:

We are concerned about eighty-some SWAN libraries taking the hit instead of all the libraries. This will be hard for some of the smaller libraries. Is there a way to identify the libraries that would have a financial problem? They could be identified by the annual report or if they are willing to talk about it in an open email.

Scott Remmenga responded that SWAN libraries are assuming an additional \$50,000 or 20% of what they will be assuming in the future. There is a concern over the continued large increases that will be needed when assuming the remaining 80%.

Jim Casey:

We are concerned about the future down the line. There is an anticipated deficit in coming years. SWAN will need to pick up this cost. There has to be some reductions and cost containment. Otherwise what SWAN takes on will be insufficient in the future. We need to find a new way to provide services that libraries need. What are the services and where do we go from here?

It was brought out that part of the MLS Strategic Plan is sustainability,--not just for MLS but also for our libraries.

Janet Kelenson thanked everyone for bringing their concerns to the Board Finance Committee.

Roof:

It has been determined that by 2010 or 2011, the roof will need to be replaced. The cost is between \$200,000 and \$220,000. We do not have a separate Capital Projects Fund. It would need to come out of the fund balance. Scott's recommendation is not to decrease the fund balance because this balance is needed for operating cash.

INFORMATIONAL ITEM #1

Report from MLS Resource Sharing – Kate Boyle, Manager

Kate Boyle, Manager of MLS Resource Sharing, then gave a presentation on Resource Sharing which was well received by the Board.

INFORMATIONAL ITEM #2

System Presidents and Directors Meeting

Alice Calabrese reported that she and Janet Kelenson, Board President, attended this meeting. Points covered include:

- Budget from the Secretary of State's office

- Delivery
- Service to homeless children
- OCLC pricing
- Ask?Away
- Veterans' History Project

The meeting was very educational. It was uplifting in certain ways and also of concern due to the financial situations.

INFORMATIONAL ITEM #3

MLS Award Winners

The awards were presented at the MLS Annual Meeting on Friday, November 9, 2007. Alice then read the list of MLS Award winners, a copy of which can be found in the November 19, 2007 Board Packet file.

Reports:

a. Report of the Illinois State Library

Neil Kelley attended the MLS Board Meeting via conference call. His report appears as Exhibits H.1. through H.3. in the November 19, 2007 Board Packet. Major points covered included:

- ❖ Try-It! Illinois
- ❖ Construction Grant Applications
- ❖ Ask?Away
- ❖ Letters about Literature
- ❖ ER-XPO: The State Library Electronic Resource Exposition
- ❖ Synergy 2008
- ❖ School Per Capita
- ❖ Cultural Awareness: Diversity in Action
- ❖ The 2007 National Public Library Funding and Technology Access Survey
- ❖ Vets History Project DVD's now available for loan
- ❖ New Delivery Service Website

b. MLS Board President's Report

Board President, Janet Kelenson, gave her report. Some points covered included:

- ❖ Ask?Away
- ❖ MLS Annual Meeting
- ❖ Discussion with the Board President of NSLS about collaboration and financial issues.
- ❖ Held a mini-orientation session with Lorée Washington, a new MLS Board member.
- ❖ Reported that Crystal Megaridis is talking with her Board about the idea of the local trustee forums.

c. Report of the Executive Director

Alice presented her report. A copy of this report can be found in the November 19, 2007 Board Packet. Some points covered included:

- ❖ Recent ILSDO meeting
- ❖ System Presidents and Directors Meeting
- ❖ Putting Illinois on the Map
- ❖ Training for ILDS Changes

d. MLS Advisory Committee Minutes dated September 26, 2007

- ❖ Kathy Parker, MLS Advisory Co-Chair, could not be present this evening. The Advisory Minutes dated September 26, 2007 appear in this Board Packet as Exhibits I.1-I.3.

e. Report of the SWAN Council Representative

Jamie Bukovac, SWAN Co-Chair, reported that:

- ❖ The SWAN Budget will be up for vote in December. As requested by the MLS Board, the proposal will include an increase up to \$50,000 to help defray staff salaries and benefits. The budget will also include a separate vote on changing the Patron Circulation Formula.
- ❖ SWAN is discussing whether to implement impact fees for new members.
- ❖ Bridgeview is interested in joining SWAN. We will be voting on that at the December Quarterly.
- ❖ Ecommerce came up last week.
- ❖ They have hooked Encore up to the Beta test libraries. Hopefully, that will be happening soon as well.
- ❖ Servers are working wonderfully.

4. Correspondence

- a. Memo from Carla Turk of VOA Associates dated October 18, 2007 requesting that their library be removed from membership in the Metropolitan Library System.
- b. Copy of a letter from Illinois Library Systems Directors' Organization dated November 1, 2007 thanking Innovative Interfaces for their support for the All-Conference Reception at the recent ILA Conference.

DISCUSSION ITEM #2 (The Board agreed to hold this Executive Session at the end of the Regular Meeting.)

Henry Latzke moved, seconded by Milfred Moore, that the Board goes into:

Executive Session relating to Delivery for the purposes of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body." 5 ILCS 120/2 (c) (1).

The Board went into Executive Session at 7:10 p.m.

DISCUSSION ITEM #3

The Board reconvened after Executive Session at the hour of 7:30 p.m.

Next Board Meeting

Due to the conflict with Martin Luther King Day on January 21, 2008, the next meeting of the MLS Board of Directors will be held on January 7, 2008 in Chicago. The Board has generally cancelled the December meeting in the past.

Adjournment

Henry Latzke moved, seconded by Paul Whitsitt, that this meeting be adjourned.

All members said aye. Motion carried. Meeting adjourned at 7:30 p.m.

Minutes prepared by Dorothy Kovacs
Respectfully submitted,

dk

Paul Whitsitt,
Board Secretary