



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

**January 7, 2008  
Minutes**

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

President Janet Kelenson called the meeting to order at 3:58 p.m. The roll was called and the following Board Members were present to establish a quorum.

Marilyn Boria  
Susan Chenoweth  
Sylvia Jenkins  
Janet Kelenson  
Ingrid Lamp Niinema  
Henry Latzke  
Myra Mahlke (via VTEL)

Jeana Mays-Browne  
Crystal Megaridis  
Milfred Moore  
Merri Monks  
Tom Read  
Elliot Spiegel  
Lorée Washington  
Paul Whitsitt

Also present were Jamie Bukovac, Indian Prairie Public Library (SWAN Co-Chair); Kathy Parker, Glenwood-Lynwood Public Library, Advisory Co-Chair; Neil Kelley, Illinois State Library; MLS staff members Alice Calabrese, Sue Pasetti, Scott Remmenga, Dean Bryan, Gretel Stock-Kupperman, and Dorothy Kovacs.

**CONSENT AGENDA**

- a) Approval of Agenda
- b) Acceptance of the November 19, 2007 MLS Board Meeting Minutes

Milfred Moore 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 with Myra Mahlke abstaining.

- c) Change in NCFST (National Center for Food Safety) Library
- d) No Smoking Law
- e) Mileage Reimbursement Rate
- f) MLS Continuing Education Program  
Fees, Reimbursements, and Cancellation Policy
- g) MLS Legislative Breakfast – Monday, February 18, 2007

**ACTION ITEM #1**

- a) Approval of the payment of bills for November and December 2007 in the amount of \$355,286.59
- b) Balance sheet and detail of expenditures for November 2007

Susan Chenoweth moved, seconded by Crystal Megaridis, that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM

BOARD OF DIRECTORS APPROVE THE PAYMENT OF BILLS  
FOR NOVEMBER AND DECEMBER 2007 AND ACCEPT THE BALANCE SHEET AND  
DETAIL OF EXPENDITURES FOR NOVEMBER 2007

Voice vote carried.

**MLS FINANCE COMMITTEE REPORT**

Susan Chenoweth reported on the following business covered at today's MLS Finance Committee meeting:

- Recommended approval to add 45 additional staff hours for delivery. Two person trucks will be tested on a short term basis until June 30, 2008 to determine impact on staff.
- Recommended approval of a five-year contract extension between SWAN and Innovative.
- Recommended that MLS participate with other Library Systems in a project to investigate and share financial software that would aid in the preparation of financial information.
- There was some discussion about the back-up generator. Sue Pasetti is working to get that information together. Potential bidders will be given an opportunity to walk through the MLS Burr Ridge building.
- MLS is in receipt of two checks from the Illinois State Library. Greg McCormick, ISL Deputy Director of Finance, is to be thanked for his help in facilitating the payments.

**EXECUTIVE SESSION *The Board agreed it is not necessary to hold this Executive Session***

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).

**ACTION ITEM #2**

Approval of Additional Staff Hours for Delivery

Susan Chenoweth moved that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD  
OF DIRECTORS APPROVE FORTY-FIVE ADDITIONAL STAFF HOURS  
FOR DELIVERY THROUGH JUNE 30, 2008.

Voice vote carried.

**ACTION ITEM #3**

Five-Year Contract Between SWAN and Innovative Interfaces

The MLS Finance Committee moved that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD  
OF DIRECTORS APPROVE THE FIVE-YEAR CONTRACT EXTENSION  
BETWEEN SWAN AND INNOVATIVE INTERFACES

Voice vote carried.

**DISCUSSION ITEM #1**

MLS Bylaws (Please review MLS By-Laws)

Board members were asked to review the By-Laws. It was agreed that this item should be repeated on next month's agenda for Board input.

**DISCUSSION ITEM #2**

Who speaks for the Board (Please review the document prepared by Tom Read and approved last fiscal year)

During this discussion, the issue of Board self-evaluation was brought up. How does a Board go about this? Tom Read volunteered to bring samples. Milfred Moore's library Board does a self-evaluation once a year so he offered to forward the form from the Matteson PL to the Board members. Crystal Megaridis' library Board also conducts an evaluation. Board members agreed that this should be a priority in the coming months. Alice will work with Milfred and Tom on this issue.

### **INFORMATIONAL ITEM #1**

2008 Board Elections

The terms of five MLS Directors will expire in 2008, Elliot Spiegel, Henry Latzke, Susan Chenoweth, Ingrid Lamp Niinema, and Lorée Washington. Paul Whitsitt's term is reappointed by the Chicago Public Schools for a one year period. The SWAN Co-Chair is elected by SWAN members and the Advisory Co-Chair is elected by the Advisory Committee.

### **INFORMATIONAL ITEM #2**

Report on MLS Board Executive Committee Meeting

The Executive Committee of the MLS Board met on December 4, 2007. Following are some points covered in their meeting:

- Planning
- Committee Roles/By-Laws
- Board Development

### **REPORTS**

a. Report of the Illinois State Library

Neil Kelley attended the MLS Board Meeting. Major points of his report included:

- Library Day is April 10, 2008.
- A traveling museum stopped in front of the ISL containing exhibits on German-American civilians during WWII. It was basically like a bookmobile. The ISL will host their next exhibit on March 28, 2008 containing exhibits on POW's in Nazi Germany. Any other library wishing to host this exhibit can find contact information on the ISL website.
- The smoking ban has taken effect.
- The ISL construction grant committee will be reviewing the construction grants. Marilyn Boria is a member of that committee this year.
- The LSTA grant committee will be getting together to discuss that program.

b. MLS Board President's Report

Janet Kelenson's report related to the Board Executive Committee meeting referred to above under Informational Item #2.

c. Report of the Executive Director

The report of Alice Calabrese appears as exhibits U.1 through U.9 in the January 7, 2008 MLS Board Packet). Alice added the following points:

- Diane Colletti has been hired as an MLS Consultant filling a vacant position
- MLS has been asked to be the fiscal agent for the William Leonard Public Library for their FY2008 Construction Grant.

- d. MLS Advisory Committee Minutes dated October 24, 2007

The October minutes appear as exhibits L.1 through L.3 in the January 7, 2008 MLS Board Packet. Kathy Parker, Advisory Co-Chair, added the following points:

- Advisory did not meet in December 2007
  - The next meeting will be held on January 23, 2008 and the new composition of the committee will be public libraries only and will be known as the MLS Public Library Advisory Committee. Agendas for future meetings of the Public Library Advisory Committee will be topical and pertinent to public libraries. There are presently three other Advisory Committees: Special, Academic, and School.
- e. Report of the SWAN Council Representative (SWAN Director Report is part of January 7, 2008 MLS Board Packet and appear as exhibits M.1 through M.9)

Jamie Bukovac, SWAN Co-Chair, reported on the following:

- Approved the SWAN budget
- Are waiting to hear about the future of OCLC pricing
- Approved acceptance of Bridgeview PL into SWAN
- Did not approve purchase of "My Library Book Store"
- Hellenic Museum has expressed interest in joining SWAN
- The new SWAN Governance model is in place and the SWAN Council meets this Wednesday, January 9, 2008.

### **CORRESPONDENCE**

- a. Note of thanks dated November 14, 2007 from Marian Krupicka, Trustee at the Indian Prairie Public Library, thanking MLS for the award of Trustee of the Year.
- b. Letter of thanks dated November 15, 2007 from Edward D. Maloney, Illinois State Senator from the 18<sup>th</sup> District, thanking MLS for the Outstanding Government Official award.
- c. Note of thanks from Kevin A. McCarthy, State Representative of the 37<sup>th</sup> District, thanking MLS for the Continued Support Award at the MLS Annual Meeting.
- d. Letter from Kimberly Litland, Director of the Brookfield Public Library, dated December 10, 2007 thanking Gretel Stock Kupperman and Renee Clanton for their assistance at Brookfield's annual staff development day on December 7, 2007.
- e. Letter dated November 29, 2007 from the public libraries in Zone 7 to the MLS Board of Directors regarding SWAN budget issues.
- f. Letter dated December 2, 2007 from Kathleen McSwain, Director of the Chicago Ridge Public Library, to Janet Kelenson, President of the MLS Board of Directors, regarding SWAN budget issues.
- g. Letter dated November 30, 2007 from Ruth Faklis, Director of the Prairie Trails Public Library District, to the MLS Board of Directors regarding SWAN budget issues.

### **NEXT BOARD MEETING**

Due to the conflict with Presidents' Day on February 18, 2008, the next meeting of the MLS Board of Directors will be held on Monday, February 11, 2008 in Burr Ridge.

### **ADJOURNMENT**

All members present agreed by acclamation to adjourn this meeting of the MLS Board of Directors at 4:40 p.m.

Minutes prepared by Dorothy Kovacs,  
Respectfully submitted,

Paul Whitsitt, Secretary