



**REGULAR MEETING
BOARD OF DIRECTORS – METROPOLITAN LIBRARY SYSTEM
Burr Ridge, Illinois – May 16, 2011
MINUTES**

Call to Order/Roll Call

President Coffee called the meeting to order at 5:31 p.m. President Coffee called the roll and the following Board members were present to establish a quorum.

Murray Barr	Crystal Megaridis
John Chrastka	Megan Millen
William Coffee	Milfred Moore
Jeremy Dunn	Ingrid Lamp Niinemae
Sylvia Jenkins (absent)	Elizabeth Quinlan
Henry Latzke	Loree Washington (absent)
Jeana Mays – Browne (absent)	

Introduction of Visitors

MLS staff members in attendance were Su Bochenski, Executive Director of MLS, Susan Weinmann, Administrative Manager, and Aaron Skog, Executive Director of SWAN, Cyndy Colletti, ISL.

ACTION ITEM – CONSENT AGENDA

Megaridis moved, seconded by Moore that it be

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

A voice vote was taken and the motion carried unanimously.

ACTION ITEM – Balance Sheet and Payment of Bills

Barr moved, seconded by Latzke that it be

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE
PAYMENT OF BILLS FOR APRIL 19, 2011 THROUGH MAY 16, 2011 AND ACCEPT THE BALANCE
SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2011.

Roll was called with the following results: 10 yes, 3 absent, 0 no. Motion carried.

DISCUSSION ITEM – Merger Update

- a. **Interim Executive Director (Employment Contract):** The Illinois State Library has approved the application to merge. The ISL has questions to resolve regarding the employment contract of the appointed RAILS interim Director and the contract Sloan has with the DLS. Colletti stated that there is a legal issue that when more than entity is under contract, has to be put out to bid. Sloan's current official

status is that he has been selected, but not yet hired. The initial starting date of May 2, 2011 for Sloan's contract with RAILS has been delayed. If the RAILS contract was signed, Sloan would focus fully on the RAILS position and hire an interim at DLS. If the contract is not signed, Sloan will focus on his directorship at DLS until the merger. There are also salary questions and concerns surrounding the contract for the interim RAILS director.

- b. **Interim Administrative Offices:** 125 Tower Drive in Burr Ridge was approved as the temporary administrative offices for FY12. Time has been spent to accommodate admin staff at the Burr Ridge building. A temporary employee has been hired to help out in sorting and delivery so Patka can arrange for moves and phone lines, and bring furniture from NSLS to Burr Ridge.
- c. **Employee Job Offers/Benefit Plan:** Job offer letters will go out to all continuing employees (LLSAPS, Delivery, and Talking Books). As for Admin staff including IT, Accounting, HR, Executive Admin Assistants, the positions will be open publicly (nationwide or regional). This process was slated to begin on May 3, 2011 as the RAILS Executive Director is the only individual with authority to hire employees. Within the current timeline, however, the hiring process will not be able to start until July 1, 2011. The benefit plan for RAILS employees will be voted on at the May 18, 2011 Merger Transition Board meeting.
- d. **Administrative Consolidation:** A consultant is helping with this process. A federal ID number, Illinois business registration, and Tax ID number have been issued to RAILS. The contractor recommended systems to use firms that they have been engaged with in the past for their annual audits. MLS will use Sikich for their audit. Consultants have been working on establishing insurance for July 1, 2011. All titles need to be transferred from individual systems to RAILS. The Board expressed concern about the timeline and was reassured that contracts can be put together in advance of the merger and then go into effect on July 1st, 2011.

Regarding the RAILS board election for FY12, a slate is now available for the new board. Some current MLS Board members are included. The Merger Transition Board is in petition for inclusion process which will end this Friday, May 20, 2011. An electronic ballot will be sent out next Friday and voting will take place for two weeks thereafter.

Bochenski reported on the statues of the Area and Per Capita Grant, which will include the proposed budget. Colletti reported that there will be general revenue cuts, but that the Secretary of State is supportive of libraries and is advocating for level funding. No additional money will be available. Illinois is still in the hole despite the recent tax increase. Colletti promised that the FY 11 money will be paid and noted that funds have been paid significantly faster this year than the last. MLS could receive all of its FY11 payments by June 30, 2011. So far, it has received 47% of FY11 funds. RAILS will survive until March of 2012 with existing funds and without receiving additional money. RAILS budget includes putting 2.5 million into reserve. If funding stabilizes, the system can bring back Continuing Education and Consulting, but the FY12 budget does not include this restoration of services. Only basic services will be included: delivery, talking books, web, and administration. Colletti stated, "Our [Illinois State Library] philosophy is restoration, but not in FY12".

DISCUSSION ITEM – MLS Remembrance Event

a. June 2, 2011 12:00PM

Bochenski reported on this invitation, which was part of the May 16, 2011 Board packet. She pointed out that this event has been organized by Mary Lou Coffman, Beverly Curley, Susan Stupar and Susan Weinmann. This invitation has been sent to former MLS Board members and Executive Directors.

REPORTS

- **Illinois State Library Report**
Colletti was present to give the report. This report was available at the May 16, 2011 Board meeting as a handout.
- **MLS Board President Report**
President Coffee had nothing to add, and stated that the merger is his focus.
- **Executive Director Report**
Executive Director Bochenski's report was available at the May 16, 2011 Board meeting as a handout. Bochenski mentioned that the Bobby Rush grant has given money to a handful of public libraries two years in a row (2008 and 2009). These member libraries received \$190,000 in 2009. The fiscal agent of this grant is the Institute of Museum and Library Services. In light of the merger, all grant participant agreed to expend all funds on an expedited timeframe, in order for the grant to be closed out prior to June 30, 2011. Bochenski will send in the final reports within the next two weeks.

NEXT BOARD MEETING

The next Board meeting of the Metropolitan Library System will be held on June 20, 2011 in Burr Ridge at 5:30PM.

ADJOURNMENT

There being no further business before the Board, Moore moved, seconded by Latzke, to adjourn this meeting. Motion carried and the meeting was adjourned at 6:10 p.m.

Minutes prepared by Susan Weinmann,

Respectfully submitted,

Elizabeth Quinlan,
Board Secretary