



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

**February 11, 2008  
Minutes**

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

President Janet Kelenson called the meeting to order at 5:34 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

Jeana Mays-Browne  
Crystal Megaridis  
Milfred Moore  
Merri Monks  
Tom Read  
Elliot Spiegel  
Lorée Washington (arr. 5:45)  
Paul Whitsitt

Also present were Alice Calabrese-Berry, Scott Remmenga, Gretel Stock-Kupperman, Su Bochenski, Dean Bryan, Sue Pasetti, Neil Kelley, Kathy Parker (Public Library Advisory Co-Chair), and Scott Forsyth (from National Archives and Records Administration).

**CONSENT AGENDA**

Consent Agenda

- a) Approval of Agenda
- b) Acceptance of the January 7, 2008 MLS Board Meeting Minutes

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

Moved: Boria      Seconded: Latzke  
Voice vote carried

**Discussion**

Megaridis asked about the discussion of the bylaws that was to take place at this month's meeting. Calabrese-Berry apologized for not including this item on the agenda and stated it will be included on the March agenda.

- c) 2008 Board Elections – Appointment of the Nominating Committee

President Kelenson reported that she has contacted Susan Siebers about chairing the Nominating Committee. Kelenson will be making final appointments for the Nominating Committee in the near future.

**ACTION ITEM #1**

Approval of the payment of bills for January 2008 in the amount of \$457,075.75  
Balance sheet and detail of expenditures for December 2007 and January 2008

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE PAYMENT OF BILLS FOR JANUARY 2008 AND ACCEPT THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR DECEMBER 2007 AND JANUARY 2008

Moved: Chenoweth                      Seconded: Moore

**Discussion**

Whitsitt asked about a payment to EnviroSell Inc. for \$50,000. Calabrese-Berry explained that the payment was for the Customer Focused Library Grant that is being managed by Gretel Stock-Kupperman.

A voice vote was taken. Motion carried.

**ACTION ITEM #2**

New Member Application – National Archives and Records Administration

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR MLS MEMBERSHIP FROM THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Moved: Moore                      Seconded: Spiegel

**Discussion**

Scott Forsyth from the National Archives and Records Administration gave a presentation to the Board on their library and answered questions from the Board. Both Gretel Stock-Kupperman and Christina Stoll made a site visit to the library and determined that they meet our membership requirements.

A voice vote was taken. Motion carried.

**ACTION ITEM #3**

Removal of Membership in MLS

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE DROPPING THE FOLLOWING FROM MEMBERSHIP IN THE METROPOLITAN LIBRARY SYSTEM: BLUE CROSS & BLUE SHIELD ASSOCIATION, CHICAGO BOARD OPTIONS EXCHANGE, CHICAGO DEPARTMENT OF PUBLIC HEALTH, AND RUSSELL REYNOLDS ASSOCIATES INC. DUE TO THE FACT THERE IS NO LONGER A LIBRARY IN THESE ORGANIZATIONS.

Moved: Chenoweth                      Seconded: Moore

## **Discussion**

Calabrese-Berry asked the Board if removal of MLS Members due to their elimination of a library within their organization should be brought to the Board as an action item or as part of the consent agenda. It was the consensus of the Board to include this type of activity under the consent agenda.

A voice vote was taken. Motion carried.

## **ACTION ITEM #4**

Delivery Truck Bid Opening

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE BID FOR THE PURCHASE OF A 2008 DELIVERY VAN FROM RENDEL'S IN THE AMOUNT OF \$26,500 AS PER THE RECOMMENDATION OF THE FINANCE COMMITTEE.

Moved: Spiegel    Seconded: Boria

## **Discussion**

The approval of this bid was reviewed and approved at the Finance Committee meeting. It was suggested that MLS continue to look towards more green types of vehicles in the future. Calabrese-Berry stated that we are moving in that direction now as evidenced by the change in truck specifications a few years ago which has resulted in our doubling our gas mileage.

A voice vote was taken. Motion carried.

## **ACTION ITEM #5**

Policy on Use of Room at Chicago Facility

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE THE POLICY ON USE OF ROOMS AT THE CHICAGO FACILITY AS PRESENTED.

Moved: Latzke    Seconded: Boria

## **Discussion**

The policy was developed to clarify what MLS would charge a non-member to use our facilities. It was also noted that Dominican has expressed interest in using our Chicago office again in the near future. Monks asked if language would be included in the policy that verified that groups using our facilities are not engaged in prejudicial activities. Calabrese-Berry stated that we will get language from the attorney to address those situations.

A voice vote was taken. Motion carried.

## **DISCUSSION ITEM #1**

Board Evaluations

Read explained the background on gathering information and examples of the types of evaluation instruments used by other Boards. Read was asked to evaluate and make recommendations on modifying these

documents for the MLS Board to use in the future. There are two types of evaluations and numerous samples that can be used. The two types include individual Board assessment or evaluation of the Board as a whole. Moore shared the Board assessment document that is used by Matteson Public Library and explained their process.

The Board needs to determine what type of evaluation they prefer and continue the development of the instrument from there. It was the consensus of the Board to conduct individual assessments initially and to potentially conduct the assessments around the same time as the Executive Director is being evaluated. Kelenson and Calabrese-Berry will work on finalizing the process. Kelenson expressed thanks to Read and Moore for their work on this issue.

## **MLS FINANCE COMMITTEE REPORT**

Susan Chenoweth reported on the following:

- The Finance Committee reviewed and accepted the bid from Rendel's for the purchase of another delivery van.
- The committee discussed recommendations on the amount budgeted for salary increases. Also as part of the discussion was the recommendation from the Management Association of Illinois to adjust the salary ranges by 2.7% to allow the ranges to stay competitive in the market. It was noted that there are a couple of staff that are nearing the top of their ranges.
- The committee reviewed a draft of the budget for FY 09. We are still in the early stages of developing next year's budget but will be bringing a final budget to the board for approval in May 2008. One factor influencing the budget next year includes flat funding from the State with increasing expenses. Three budget scenarios will be brought back to the Board for discussion.

## **EXECUTIVE SESSION**

Calabrese-Berry explained that the executive session was not needed.

## **DISCUSSION ITEM #2**

Trustee Advisory Committee

Calabrese-Berry reported that the Public Library Advisory Committee suggested that a Trustee Advisory Committee be investigated. The committee could be made up of four or five trustees and become a resource to tap for future MLS Board members.

Discussion included questions about why we would need this type of advisory committee, what would be its purpose, what would the selection process look like, and would someone on staff need to devote some of their time to this committee. It was noted that this committee could provide a focus on continuing education for trustees. There was no consensus.

Kelenson stated that she would discuss with Calabrese-Berry the idea of an advocacy networking group with Trustees as members.

## **INFORMATIONAL ITEM #1**

MLS Legislators' Breakfast – February 18, 2008

Calabrese-Berry reminded the Board that the breakfast was scheduled for 8:00 a.m. on February 18, 2008. Currently there are 60 people registered and 6 legislators scheduled to attend. The board member's presence at the breakfast would be greatly appreciated.

Legislators planning to attend include Representatives Patricia Bellock, William Davis, and James Durkin. Also Senators Kirk Dillard, Edward D. Maloney, Carole Pankau, and Christine Radogno.

### **INFORMATIONAL ITEM #1**

Illinois Library Day – April 10, 2008

Calabrese-Berry informed the Board the MLS will have a bus going down the morning of April 10, 2008 and DLS will have a bus going down the night before. DLS has booked a block of rooms for those interested in going down the night before. Information on the rooms is available at DLS's website.

### **INFORMATIONAL ITEM #2**

MLS Special Libraries Sustainability Meeting

Kelenson reported on the initial meeting of the Committee. The Committee spoke with a representative from the Donors Forum who described the benefits of membership including access to their funders database. MLS will join the Donors Forum as a member. The Committee also brainstormed ways to implement a sustainability program for MLS.

Moore left the meeting at 6:28 p.m.

### **REPORTS**

- a. Report of the Illinois State Library (A copy of the report from Neil Kelly is attached to this Board packet)
- b. MLS Board President's Report

Kelenson reported on the following:

- She felt that the sustainability effort was challenging and provided a real potential for MLS funding in the future.
- She congratulated Board member, Lorée Washington, on her article in the Illinois Reporter.

- c. Report of the Executive Director

A copy of the report from Alice Calabrese-Berry is attached to this Board packet.

Latzke left the meeting at 6:42 p.m.

- d. Report of the Public Library Advisory Co-Chair

Kathy Parker reported on the following:

- The format for the Public Library Advisory meeting is similar to the MLS Board meetings. There were a lot of items to discuss and she felt it was a good meeting.
- Everything that Calabrese-Berry reported on earlier was included on this committee's agenda.
- New potential projects and grant opportunities will be included on the committee's agendas in the future.

e. Report of the SWAN Council Representative

On behalf of Jan Schmudde, Dean Bryan reported on the following:

- SWAN Council is concentrating on the consortium's new governance structure. All three governance groups have met.
- Council is reviewing the charges to all standing committees as well as the membership requirements for each committee.
- Joining fees and other requirements for new members are being discussed.
- There will be a new products demonstration by the Innovative sales representative at the upcoming March Quarterly Meeting.
- More than \$12,000 was collected in the first three months following implementation of E-commerce.

**CORRESPONDENCE**

a. Letter from Congressman Bobby Rush on Federal Allocation of Funds for Public Libraries

Calabrese-Berry reviewed the letter received from Bobby Rush regarding grants to 14 MLS libraries to be used to rehabilitate the library, assist in extending hours, and expand after-school programming and services.

**NEXT BOARD MEETING**

The next Board meeting of the Metropolitan Library System will be held on Monday, March 17, 2008 in Chicago.

**ADJOURNMENT**

Moved: Boria      Voice vote carried

Time of Adjournment: 6:49 p.m.

Minutes prepared by Sue Pasetti  
Respectfully submitted,

Paul Whitsitt, Secretary