



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

**May 19, 2008
Minutes**

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

President Janet Kelenson called the meeting to order at 3:36 p.m. The roll was called and the following Board Members were present to establish a quorum.

Marilyn Boria
Susan Chenoweth (absent)
Sylvia Jenkins (via phone)
Janet Kelenson
Ingrid Lamp Niinemae
Henry Latzke
Myra Mahlke (absent)

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

Also present were Jan Schmudde, Northlake Public Library, SWAN Co-Chair; Kathy Parker, Glenwood-Lynwood Public Library, Public Library Advisory Co-Chair; Antonia Bakomitrou-Lekas, Librarian at Hellenic Museum and Cultural Center; MLS staff members Alice Calabrese, Sue Pasetti, Su Bochenski, Scott Remmenga, Dean Bryan, Gretel Stock-Kupperman, Diane Colletti and Dorothy Kovacs.

MOTION ON MEMBER ATTENDING VIA PHONE

The Board needs to approve the fact that Sylvia Jenkins will be attending this MLS Board Meeting remotely via phone. Board members were asked to reply to the roll call by saying “present” and then saying “yes” or “no” to the approval of remote attendance by Sylvia. All members said aye to attending remotely. Motion carried.

CONSENT AGENDA

- a) Approval of Agenda
- b) Acceptance of the April 21, 2008 MLS Board Meeting Minutes

Elliot Spiegel moved, seconded by Marilyn Boria, 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 April 2008 in the amount of \$325,261.53
- b) Balance sheet and detail of expenditures for April 2008

Milfred Moore moved, seconded by Crystal Megaridis, that it be:

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

Roll call was taken resulting in 13 yes, 0 no, and 2 absent. Motion carried.

ACTION ITEM #2

New Full Member Application – Hellenic Museum and Cultural Center

Henry Latzke moved, seconded by Ingrid Lamp Niinemae that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR FULL MLS MEMBERSHIP FROM THE HELLENIC MUSEUM AND CULTURAL CENTER

Voice vote carried.

ACTION ITEM #3

New Member Application – Taylor Business Institute

Henry Latzke moved, seconded by Milfred Moore, that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR MLS MEMBERSHIP FROM THE TAYLOR BUSINESS INSTITUTE

Voice vote carried.

ACTION ITEM #4

MLS FY'09 Budget

Finance Committee recommends approval - Elliot Spiegel moved that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE MLS FY'09 BUDGET AS SUBMITTED.

Roll call was taken resulting in 13 yes, 0 no, and 2 absent. Motion carried.

ACTION ITEM #4.5

MLS Salary Range Schedule

Marilyn Boria moved, seconded by Ingrid Lamp Niinemae, that it be:

RESOLVED THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE MLS SALARY SCHEDULE EFFECTIVE JULY 1, 2008 AS SUBMITTED.

Roll call was taken resulting in 13 yes, 0 no, and 2 absent. Motion carried.

ACTION ITEM #5:

Transfer from Reimbursement Fund to General Fund

Finance Committee recommends approval – Elliot Spiegel moved that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE REIMBURSEMENT FUND TRANSFER TO THE GENERAL FUND OF ALL EXCESS FUNDS FROM CURRENT AND PAST OPERATIONS OTHER THAN AMOUNT NEEDED FOR EXISTING ASSETS HELD. FURTHERMORE, GOING FORWARD, THE REIMBURSEMENT FUND WILL TRANSFER OUT ANY SURPLUS FUNDS FROM OPERATIONS TO THE GENERAL FUND. IF THE REIMBURSEMENT FUND ENDS THE FISCAL YEAR IN A DEFICIT FROM OPERATIONS, A TRANSFER FROM GENERAL FUND WILL BE MADE TO BALANCE THE FUND.

Roll call was taken resulting in 13 yes, 0 no, and 2 absent. Motion carried.

ACTION ITEM #6

Transfer from General Fund to the Building Improvements Fund

Finance Committee recommends approval – Elliot Spiegel moved that it be:

RESOLVED, THAT THE METROPOLITAN LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE EXCESS OF FUNDS IN THE GENERAL FUND FUND BALANCE OF \$1,500,000 AS OF JUNE 30, 2008 BE TRANSFERRED TO THE BUILDING IMPROVEMENTS FUND.

Roll call was taken resulting in 13 yes, 0 no, and 2 absent. Motion carried.

DISCUSSION ITEM #1

Strategic Planning Process Update

Alice reviewed the strategic planning process. Board members will attend and be represented at the focus groups letting everyone know they are behind this exercise. Milfred Moore also spoke about the strategic initiatives in the strategic planning process.

DISCUSSION ITEM #2

Legal Opinion on Open Meetings Act

A brief discussion was held on Board members attending meetings electronically (either by phone or videoconference). It was felt that we would like to keep the Board meetings as open to all members as possible. Some questions that arose during this discussion include:

- Are there some limits as to how members can attend remotely.
- List of reasons whereby attending remotely would be acceptable.
- Should a limit be set as to how many meetings a Board member can attend remotely.

DISCUSSION ITEM #3

CE to Me! – In-Service Training from the MLS Consulting Department

Gretel Stock-Kupperman talked about the in-service training now available from the MLS Consulting Department.

INFORMATIONAL ITEM #1

Finance Committee Report

All Finance Committee recommendations have been implemented in Action Items 4, 5, and 6. At the next Finance Committee meeting discussion regarding Capital Plan will begin.

INFORMATIONAL ITEM #2

2008 Board Elections Update

Voting is currently taking place on the MLS website until noon on June 12, 2008. President Kelenson asked for two volunteers to confirm the electronic votes. Elliot Spiegel and Merri Monks volunteered. Elliot and Merri could stop by the MLS offices in Burr Ridge any time after noon on June 12th and prior to the Board meeting on June 16th. They could also arrive for the Board meeting ½ hour early to complete this task.

INFORMATIONAL ITEM #3

MLS Awards

Work is beginning on the MLS Awards to be presented at the MLS Annual Meeting. Information will go into Ennounce. A Board member is needed to work with Diane Colletti, one of the MLS Consultants. Lorée Washington volunteered to work with Diane.

REPORTS

a. Report of the Illinois State Library

Neil Kelley did not attend this meeting but his report appears as part of the May 19, 2008 Board Packet.

b. MLS Board President's Report

Janet Kelenson reported that she and Diane Colletti had the opportunity to attend the ALA Legislative Day in Washington D.C. last week. There were 50 to 60 other representatives from Illinois in attendance. They were able to meet all of the legislators in the MLS area or their aides.

c. Report of the Executive Director

The report of the Executive Director appears in the May 19, 2008 Board meeting file. Alice also gave summaries regarding both Delivery and Resource Sharing.

d. Report of the Public Library Advisory Co-Chair

Kathy Parker, MLS Public Library Advisory Co-Chair reported that the committee met last month. Highlights from that meeting include:

- The Strategic Planning Process Discussion
- Long discussion about Legislative Day on April 10, 2008. There was a low turnout.
- Issues for Quarterly
- Potential Internships
- Reference Standards

e. Report of the SWAN Council Representative

- Jan Schmudde reported the major portion of their last meeting was spent discussing Dean's resignation and replacement.
- SWAN is planning to have their Strategic Plan coincide with the MLS Strategic Plan (2009 to 2012).
- The SWAN Council Bylaws are going on the SWAN Quarterly Agenda for the June meeting.
- They will be revising the SWAN roles and responsibilities policy.
- SWAN is talking about new products from Innovative.
- ENCORE requires a separate server and should be coming soon.

EXECUTIVE SESSION:

Evaluation of the Executive Director

The Board went into Executive Session at 5:10 p.m.:

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 came out of Executive Session at the hour of 5:45 p.m.

Marilyn Boria moved, seconded by Milfred Moore, to offer the Executive Director an increase to be taken either as a bonus or salary at her discretion.

Roll call was taken with the following results:

12 yes, 0 no, and 3 absent. Motion carried.

NEXT BOARD MEETING

The next meeting of the MLS Board of Directors will be held on Monday, June 16, 2008 at 5:30 p.m. in Burr Ridge.

ADJOURNMENT

Elliot Spiegel moved, seconded by Milfred Moore to adjourn this meeting of the MLS Board of Directors at 5:47 p.m.

Voice vote carried.

Minutes prepared by Dorothy Kovacs,
Respectfully submitted,

Paul Whitsitt, Secretary