



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

July 21, 2008
Minutes

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

President Janet Kelenson called the meeting to order at 5:30 p.m. The roll was called and the following Board Members were present to establish a quorum.

Marilyn Boria (absent)
Sylvia Jenkins
Janet Kelenson
Judith Kolata
Robert Kolodziejwski
Ingrid Lamp Niinemae
Henry Latzke
Myra Mahlke

Jeana Mays-Browne
Crystal Megaridis
Milfred Moore
Merri Monks
Tom Read
Lorée Washington (arr. 5.41 p.m.)
Paul Whitsitt

SWEARING IN OF NEW BOARD MEMBERS

Swearing In was deferred until Ms. Washington arrives. Meanwhile, Janet Kelenson had everyone introduce themselves.

Also present were Mary Downing, Illinois State Library, and MLS staff members Alice Calabrese, Sue Pasetti, Su Bochenski, Scott Remmenga, Dean Bryan, Gretel Stock-Kupperman, Diane Colletti and Dorothy Kovacs.

Janet Kelenson administered the oath of office to newly elected Board members Henry Latzke, Ingrid Lamp Niinemae, Judith Kolata, Robert Kolodziejwski and Lorée Washington.

ELECTION OF OFFICERS

- President – Moore nominated Kelenson; Monks nominated Boria.
Ballots (green index cards) were distributed for Board members to vote for their choice for President of the Board. Finance Director Remmenga counted the ballots. The tally results showed Kelenson to be the President-Elect.
- Vice President- Lamp Niinemae nominated Boria; Whitsitt nominated Moore; Mays-Browne nominated Latzke.
Ballots (pink index cards) were distributed. Finance Director Remmenga counted the ballots. The tally results showed Moore to be the Vice President-Elect.
- Treasurer- Moore nominated Read; Monks nominated Boria.
Ballots (purple index cards) were distributed. Finance Director Remmenga counted the ballots. The tally results showed Read to be the Treasurer-Elect.
- Secretary- Jenkins nominated Whitsitt. No further nominations were made for the office of Secretary. Whitsitt was declared the Secretary-Elect.

CONSENT AGENDA

- a. Approval of Agenda
- b. Acceptance of the May 19, 2008 MLS Board Meeting Minutes
- c. Appointment of Deputy Treasurer and Assistant Secretary
In accordance with Chapter 102, Illinois Revised Statutes (Officers) Section 23, the Executive Director is appointed as Deputy Treasurer and Assistant Secretary.
- d. Approval of Bank Resolutions
- e. Prevailing Wage Rate
NOTE: The Illinois Procurement Code requires prevailing wage payments to service employees performing work on STATE contracts. It also requires the government agency's Board of Directors to pass a yearly resolution and file of certified copy with the Secretary of State and the Department of Labor.
- f. Board Meeting Dates and Locations – FY2009
NOTE: The Board will not meet in August and December as has been practiced in the past.
- g. MLS CE Program Fees, Reimbursements, and Cancellation Policy
Update of policy include "CE to ME"
NOTE: This item was discussed at the last Board meeting. Approves policy to include "CE to ME".
- h. Public Library Membership Agreement
NOTE: The Public Library Membership Agreement was rejected by the Board at the September 2007 Board meeting and was accepted at the March 2008 Board meeting contingent upon clarification of the wording "reference standards". The discussion then continued with Public Library Directors concerning the wording of "reference standards". The Library Directors agreed that the word "Standards" could be changed to "Guidelines".
- i. Developmental Membership Agreement
NOTE: The change in the Developmental Membership Agreement reflects wording in the law.
- j. Members to be Dropped from MLS Membership

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE DROPPING THE FOLLOWING FROM MEMBERSHIP IN THE METROPOLITAN LIBRARY SYSTEM: GOTTLIEB MEMORIAL HOSPITAL, SCHOOL DISTRICT 125, SCHOOL DISTRICT 145, SCHOOL DISTRICT 172, ST. MARY OF GOSTYN SCHOOL, AND WELSH & KATZ, LTD.

- k. Renewal of Developmental Membership in MLS

RESOLVED, THAT THE BOARD OF DIRECTORS RENEW THE DEVELOPMENTAL MEMBERSHIP IN THE METROPOLITAN LIBRARY SYSTEM FOR SCHOOL DISTRICT 80, SCHOOL DISTRICT 88, SCHOOL DISTRICT 132, SCHOOL DISTRICT 154, SCHOOL DISTRICT 168, SOUTHWEST CHRISTIAN ELEMENTARY SCHOOL, AND ST. CLETUS SCHOOL

- l. Recognition of Elliot Spiegel and Susan Chenoweth for service rendered to the Board.

Moore moved, seconded by Megaridis, that it be:

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

All members said aye. Motion carried.

ACTION ITEM #1

- a. Approval of the payment of bills for May 2008 in the amount of \$153,601.18 and June 2008 in the amount of \$272,905.97.
- b. Balance sheet and detail of expenditures for May 2008

Moore moved, seconded by Latzke, that it be:

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

Roll call was taken resulting in 14 yes, 0 no, and 1 absent. Motion carried.

ACTION ITEM #2

Full Member Application – ITT Technical Institute - Burr Ridge, Illinois

Jenkins moved, seconded by Mays-Browne, that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR FULL MLS MEMBERSHIP FROM THE ITT TECHNICAL INSTITUTE – BURR RIDGE, ILLINOIS

Gretel Stock-Kupperman gave a brief report on this library.

Voice vote carried.

ACTION ITEM #3

Full Member Application – Ellis University – Chicago, Illinois

Mahlke moved, seconded by Whitsitt, that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR FULL MLS MEMBERSHIP FROM THE ELLIS UNIVERSITY IN CHICAGO, ILLINOIS

Diane Colletti gave a brief report on this library. The Board had some questions on the number of total faculty of Ellis University and also asked for verification of the total library operations of \$100,000. It was requested that approval be given pending verification of these two points.

Voice vote carried.

ACTION ITEM #4

Full Member Application – Loeb & Loeb LLP – Chicago, Illinois

Moore moved, seconded by Mays-Browne, that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS ACCEPT THE APPLICATION FOR FULL MLS MEMBERSHIP FROM LOEB & LOEB LLP IN CHICAGO, ILLINOIS

Stock-Kupperman gave a brief description of this library.

Voice vote carried.

ACTION ITEM #5

Approval of Three-Year Extension to Electric Cooperative (NIMEC)

Mahlke moved, seconded by Kolodziejewski, that it be:

RESOLVED, THAT THE BOARD OF DIRECTORS APPROVE
THE THREE-YEAR EXTENSION TO THE NIMEC CONTRACT
IF THE INCREASE COMES IN NO HIGHER THAN 13%.

Roll call was taken resulting in 14 yes, 0 no, and 1 absent. Motion carried.

DISCUSSION ITEM #1

MLS Bylaws Revision

Read and Spiegel were thanked for the wonderful job they did in revising the MLS Bylaws. Calabrese went through the timeline on the revisions. Read went through the changes in the Bylaws. After some discussion, it was agreed to send the draft of the revised Bylaws to the MLS membership prior to the Board voting in September and to request that comments be submitted by the end of August. Then we can move it forward at the MLS Annual Meeting in October.

INFORMATIONAL ITEM #1

IRS Increases Mileage Rates through Dec. 31, 2008

It was noted that the IRS has increased mileage rates to 58.5 cents a mile for all business miles driven from July 1, 2008 through Dec. 31, 2008.

INFORMATIONAL ITEM #2

Board Committee Appointment (Finance/Planning) (3 to 5 Board Members on each committee)

The next Finance committee meeting will be held on September 15, 2008, immediately preceding the LIMRiCC and MLS Board Meetings. The Planning Committee is due to meet immediately preceding the LIMRiCC and MLS Board Meetings on October 20, 2008.

Forms were distributed for Board members to fill out if they are interested in serving on either the Finance or Planning Committees of the MLS Board. Completed forms were then gathered and given to President Kelenson.

INFORMATIONAL ITEM #3

Audit FY2008 Board Requirements

Scott Remmenga reminded everyone to submit the completed form.

INFORMATIONAL ITEM #4

Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

Patron Copyright Infringement – Laptop Computer Use; Blog by Library Trustees

Attorney Ritzman of this law firm submitted a legal opinion on copyright infringement, laptop computer use and blogs by library Trustees which Calabrese shared with the Board members.

REPORTS

- **REPORT OF THE ILLINOIS STATE LIBRARY**

Mary Downing is our representative from the ISL for two years. Mary then went through her report, a copy of which is a part of the July 21, 2008 Board packet.

- **MLS BOARD PRESIDENT'S REPORT**

President Kelenson reported that MLS is presenting the Per Capita Grant Application on Wednesday in Springfield and she is going along as well. Janet also attended the ALA Conference in California. The ILA Conference will be at Navy Pier in September.

- **BOARD ELECTION REPORT**

Tom Read stated that he and Elliot Spiegel came to the MLS offices on June 16, 2008 and viewed the election results. The results are as follows:

Public

Henry Latzke
Robert Kolodziejski
Loree Washington

Special

Judith Kolata

School

Ingrid Lamp Niinemae

- **REPORT OF THE EXECUTIVE DIRECTOR**

Calabrese gave her report, a copy of which is part of the July 21, 2008 Board packet.

- **REPORT OF THE PUBLIC LIBRARY ADVISORY CO-CHAIR**

There was no meeting in June. The meeting in May was very enthusiastic.

- **CONSULTING AND CE MONTHLY REPORT**

The Consulting and CE Monthly Report is part of the July 21, 2008 Board Packet.

- **Report of the SWAN Council Representative; SWAN Director Report.** The SWAN Director's report as well as the SWAN Report to the Board are both part of the July 21, 2008 Board packet. In addition, Dean Bryan reported on the following:

- **Encore Discovery Suite:** There are a few more technical details to be resolved and then SWAN staff will roll out this "Google style, single search box" discovery tool to the eight beta test libraries.
- **Bridgeview Public Library Migration:** This is proceeding so well and so far ahead of schedule* that SWAN staff was complimented by the vendor's migration project manager and data analyst on the work accomplished.
- **Electronic Resources:** Sandy Hayes and Tony Siciliano achieved a breakthrough, which allowed downloading more than 300 bibliographic records for online database subscriptions for 18 SWAN libraries.
- **Servers Refreshed and Updated:** The report server was "refreshed" by making a complete copy of all data on the production server and the testing server was upgraded to the latest software release for staff testing in advance of a system-wide software upgrade in the fall.
- **SWAN Council Priorities:**
 - Recruit and hire the new director
 - Encore Rollout
 - Release 2007 Upgrade
 - Bridgeview Migration
 - Electronic Resources
 - FY'10 Computer Fund Budget

The following is not part of the SWAN Council report to the MLS Board, but on a personal note, it has been an honor and my extreme pleasure to serve the members and you, the MLS Board, since March 2001. Thank you.

CORRESPONDENCE

- a. Letter from the Institute of Museum and Library Services dated June 5, 2008 to MLS regarding the Congressionally Directed Grant awarded to Metropolitan Library System for fourteen MLS public library members.
- b. Letter from the National Center for Food Safety to Gretel Stock-Kupperman dated June 13, 2008 thanking her for her recent visit.
- c. Letter from the National Center for Food Safety to Diane Colletti dated June 13, 2007 thanking her for her recent visit. Letter from Anne Craig at the Illinois State Library dated June 10, 2008 regarding Library System Administrative Rules and Standards.
- d. Letter to Alice Calabrese from the Lyons Public Library dated June 30, 2008 thanking MLS/SWAN staff members Beverly Curley, Tony Siciliano and Mary Lou Coffman for their excellent service and support.

NEXT BOARD MEETING

The next Board meeting of the Metropolitan Library System will be held on Monday, Sept. 15, 2008 at 5:30 p.m. in Burr Ridge.

ADJOURNMENT

The Board adjourned by acclamation at 7:05 p.m.

Minutes prepared by Dorothy Kovacs,
Respectfully submitted,

Paul Whitsitt, Secretary