

## Minutes of the Regular Meeting of the ALS Board of Directors

**Place:** Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611

**Date:** January 28, 2010

**Attending:** John Richmond, President, Steve Alvin, Susan Busenbark, Kevin Eckhoff, Katie Grumbine, Susan Herring, Molly Horio, Neil Kelley (via phone), Stephanie McKinley-Miller, Phyllis Self, Jeffery Taylor, Wed Turner and Pam Van Kirk

**Absent:**

**Staff Present:** Kitty Pope, Paul Santos, Kendal Orrison

**Guests:** NONE

Agenda Item	Discussion and Decisions
1. <b>Call to Order</b>	John Richmond called the meeting to order at 6:09 p.m.
2. <b>Roll Call/Introductions</b>	Roll call was taken and introductions were made.
3. <b>Approval of Agenda and Requested Changes to Consent Agenda</b>	John Richmond called for approval of the agenda.  MOTION BY P. SELF AND SECONDED BY W. TURNER THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS TO APPROVE THE AGENDA AS PRESENTED. <b>MOTION APPROVED.</b>
09-10/28 4. <b>Consent Agenda</b> 4.1 Approval of minutes of the meeting of December 3, 2009 4.2 Approval of the payment of payroll and bills for November, 2009: three payrolls in the amount of \$77,867.05 and bills in the amount of \$275,719.14 and December, 2009, three payrolls in the amount of \$117,097.63 and bills in the amount of \$132,130.55 4.3 Financial Report	J. Richmond called for approval of the consent agenda.  MOTION BY P. SELF AND SECONDED BY P. VAN KIRK THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS TO APPROVE THE CONSENT AGENDA AS PRESENTED. <b>MOTION APPROVED.</b>
5. <b>Correspondence</b>	K. Pope shared the following: <ul style="list-style-type: none"> <li>• Article – “Coffee shop owners say ‘thanks a latte’” Peoria Journal Star. January 26, 2010</li> <li>• Article – “JPL partners with service to provide e-book” Jacksonville Journal Courier. January 28, 2010.</li> </ul>

	<ul style="list-style-type: none"> <li>• Article – “Library explores e-readers” Morton Times-News. January 26, 2010</li> <li>• Article – Peters, Tom “Digital Renewal: ATLAS is one route to an interactive future for old digital collections” American Libraries. January/February 2010</li> <li>• Article – “Downloadable books now at EP Library” Peoria Journal Star. January 18, 2010</li> <li>• Legislative Proposal to Save Libraries and Help Job Seekers titled – “Libraries: Getting America Back to Work.” December 2009</li> <li>• Article – Long, Sarah “Our Libraries” January 6, 2010</li> <li>• Article – Pope, Kitty, Tom Peters and Lori Bell. “InfoQuest: using text messaging to answer reference questions.” LIBRARY HI TECH NEWS. Volume26, Number 8. August 2009.</li> <li>• Article – “Alliance Library System and LearningTimes Announce ATLAS.” LIBRARY HI TECH NEWS. Volume26, Number 8. August 2009.</li> <li>• Article – Lenzini, Phil “Illinois’s New Freedom of Information Act: A Delicate (and Costly) Balancing Act for Libraries” ILA Reporter. December 2009.</li> </ul>
<b>6. President’s Report</b>	None reported.
<b>7. Illinois State Library Report</b>	<p>Neil Kelley’s report included the following:</p> <ul style="list-style-type: none"> <li>• Opportunity Online Grant Update – Verification forms for the Libraries in the Bill and Melinda Gates Foundation Opportunity Online Grant Program matching funds is posted on WebJunction Illinois. Forms are due by March 1, 2010.</li> <li>• 2010 SPLMI Applications Now Available – Applications due March 1, 2010 for the June 6-11, 2010 institute.</li> <li>• The Institute for School &amp; Public Librarians – Applications being accepted for Linking, Learning &amp; Libraries: The Institute for School and Public Librarians. Sunday, June 13-Friday, June 18.</li> <li>• Public Library Capital Needs Survey Results – Almost 500 Illinois public libraries reported that more than \$800 million in capital is needed for general repair work, building additions, and a new building construction.</li> <li>• February 10<sup>th</sup> Will Be “Snapshot Day.”</li> <li>• Registration, Scholarships Available for On The Front Lines – “On The Front Lines: Agents of Change” will be held at the University of Illinois Springfield on March 15-17, 2010. Registration available on L2. The State Library is offering 30 scholarships.</li> <li>• WebJunction Illinois News – a free webinar, “Libraries and Workforce Recovery,” is available January 28.</li> </ul>
<b>8. Executive Director’s Report</b>	<p>K. Pope’s report included the following:</p> <ul style="list-style-type: none"> <li>• The System funding issues and borrowing funds</li> <li>• The January 20<sup>th</sup> email, fax and phone campaign and August 2009 payment</li> <li>• Health, dental and vision insurance rates will increase 11.7% at ALS beginning February 1, 2010.</li> <li>• The RSA recommended 1.5% membership fee increase in</li> </ul>

	<p>2010. The RSA is now required to seek approval from the State Library prior to the fee increase.</p> <ul style="list-style-type: none"> <li>• The Performance Recognition and Evaluation Program (PREP) themes from 2009 resulted in significant successes at ALS.</li> <li>• The PREP themes for 2010 are (1) Back to Basics and (2) On-line learning is an essential skill in 2010. Staff will have goals related to the themes plus 2 unique department/personal goals. Process will be completed by June 1.</li> <li>• The 2010 PREP forms has been streamlined, making it more efficient to use.             <ul style="list-style-type: none"> <li>• A discussion followed.</li> </ul> </li> </ul>
	<p><b>9. Unfinished Business</b> None reported</p>
<p><b>09-10/29</b></p>	<p><b>10. New Business</b>  <b>10.1 Finance, Facilities &amp; Human Resources Department Annual Review</b></p> <p>P. Santos reviewed the report. A question and answer period followed.</p> <p>MOTION BY P. SELF AND SECONDED BY J. TAYLOR THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS ADOPTS THE FINANCE, FACILITIES &amp; HUMAN RESOURCES DEPARTMENT ANNUAL REVIEW AS PRESENTED.  <b>MOTION APPROVED.</b></p>
<p><b>09-10/30</b></p>	<p><b>10.2 Cash Flow &amp; Financial Report</b></p> <p>P. Santos reviewed the report. A question and answer period followed.</p> <p>A discussion followed regarding privacy and the reporting of medical expense reimbursements.</p> <p>MOTION BY S. ALVIN AND SECONDED BY S. MCKINLEY-MILLER THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS ADOPTS THE CASH FLOW &amp; FINANCIAL REPORT AS PRESENTED.  <b>MOTION APPROVED.</b></p> <p>A discussion followed.</p>
<p><b>09-10/30-1</b></p>	<p>MOTION BY P. SELF AND SECONDED BY J. TAYLOR THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS PASS THE RESOLUTION (ATTACHMENT A) AUTHORIZING THE SETUP OF A TEMPORARY LINE OF CREDIT AND THE DRAW UPON THAT LINE OF CREDIT IF NECESSARY UNTIL JUNE 30, 2010.  <b>MOTION APPROVED.</b></p> <p>A discussion followed regarding sweeping both funds or just the Education endowment.</p>
<p><b>09-10/30-2</b></p>	<p>MOTION BY S. ALVIN AND SECONDED BY S. HERRING THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS PASS THE RESOLUTION (ATTACHMENT B) AUTHORIZING</p>

	THE TEMPORARY SWEEP OF CASH FROM THE TWO ENDOWMENT FUNDS. <b>MOTION APPROVED.</b>																																																
09-10/31	<p><b>10.3 Revised Freedom of Information Act Report</b></p> <p>P. Santos reviewed the report.</p> <p>MOTION BY S. HERRING AND SECONDED BY M. HORIO THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS ADOPT THE REVISED FREEDOM OF INFORMATION ACT REPORT AS PRESENTED AND APPOINT MORGAN R. CADWALADER AND PAUL J. SANTOS AS FOIA OFFICERS FOR THE SYSTEM. <b>MOTION APPROVED.</b></p>																																																
	<p><b>10.4 The ALS PREP Process</b></p> <p>K. Pope reviewed and presented the ALS PREP Process.</p> <p>A discussion followed regarding the process and the effects of the economic decline and enhanced workload.</p>																																																
	<p><b>11. Public/Audience Comments</b></p> <p>None.</p>																																																
	<p><b>12. Other Business</b></p> <p>None.</p>																																																
09-10/32	<p><b>13. Closed Session</b></p> <p><b>13.1</b> Discussed the annual review of the Executive Director</p> <p>MOTION BY P. VAN KIRK AND SECONDED BY S. HERRING THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS MOVE INTO CLOSED SESSION AT 7:38 P.M. TO REVIEW THE ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR. ROLL CALL VOTE BY S. BUSENBARK</p> <table> <tr><td>S. ALVIN</td><td>YES</td></tr> <tr><td>S. BUSENBARK</td><td>YES</td></tr> <tr><td>K. ECKHOFF</td><td>YES</td></tr> <tr><td>K. GRUMBINE</td><td>YES</td></tr> <tr><td>S. HERRING</td><td>YES</td></tr> <tr><td>M. HORIO</td><td>YES</td></tr> <tr><td>S. MCKINLEY-MILLER</td><td>YES</td></tr> <tr><td>J. RICHMOND</td><td>YES</td></tr> <tr><td>J. TAYLOR</td><td>YES</td></tr> <tr><td>P. SELF</td><td>YES</td></tr> <tr><td>W. TURNER</td><td>YES</td></tr> <tr><td>P. VAN KIRK</td><td>YES</td></tr> </table> <p>MOTION BY S. ALVIN AND SECONDED BY J. TAYLOR THAT THE ALS BOARD OF DIRECTORS MOVE OUT OF CLOSED SESSION AT 8:53 P.M. ROLL CALL VOTE BY S. BUSENBARK</p> <table> <tr><td>S. ALVIN</td><td>YES</td></tr> <tr><td>S. BUSENBARK</td><td>YES</td></tr> <tr><td>K. ECKHOFF</td><td>YES</td></tr> <tr><td>K. GRUMBINE</td><td>YES</td></tr> <tr><td>S. HERRING</td><td>YES</td></tr> <tr><td>M. HORIO</td><td>YES</td></tr> <tr><td>S. MCKINLEY-MILLER</td><td>YES</td></tr> <tr><td>J. RICHMOND</td><td>YES</td></tr> <tr><td>J. TAYLOR</td><td>YES</td></tr> <tr><td>P. SELF</td><td>YES</td></tr> <tr><td>W. TURNER</td><td>YES</td></tr> <tr><td>P. VAN KIRK</td><td>YES</td></tr> </table> <p>MOTION BY S. ALVIN AND SECONDED BY J. TAYLOR THAT</p>	S. ALVIN	YES	S. BUSENBARK	YES	K. ECKHOFF	YES	K. GRUMBINE	YES	S. HERRING	YES	M. HORIO	YES	S. MCKINLEY-MILLER	YES	J. RICHMOND	YES	J. TAYLOR	YES	P. SELF	YES	W. TURNER	YES	P. VAN KIRK	YES	S. ALVIN	YES	S. BUSENBARK	YES	K. ECKHOFF	YES	K. GRUMBINE	YES	S. HERRING	YES	M. HORIO	YES	S. MCKINLEY-MILLER	YES	J. RICHMOND	YES	J. TAYLOR	YES	P. SELF	YES	W. TURNER	YES	P. VAN KIRK	YES
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	<p>THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS APPROVE THE ACTIONS DISCUSSED IN CLOSED SESSION REGARDING THE ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR.  <b>MOTION APPROVED</b></p> <p>MOTION BY S. MCKINLEY-MILLER AND SECONDED BY P. SELF THAT THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS ACCEPT THE ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR.  <b>MOTION APPROVED.</b></p>
<p><b>14. Next Board Meeting</b></p>	<p>Next Board Meeting:          Thursday, February 25, 2010, 6:00 p.m.          ALS, 600 High Point Lane, East Peoria, IL 61611</p>
<p><b>15. Adjournment</b></p>	<p>MOTION BY P. VAN KIRK AND SECONDED BY W. TURNER THAT THE MEETING OF THE ALLIANCE LIBRARY SYSTEM BOARD OF DIRECTORS BE ADJOURNED AT 8:58 P.M.  <b>MOTION APPROVED</b></p>

09-10/33

Prepared by: Kitty Pope, Morgan Cadwalader

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Secretary