

**ILA Executive Board Meeting Minutes
Friday, 21 November 2008
Illinois Library Association**

Present

Officers

Donna Dziedzic, President
Bradley F. Baker, Immediate Past President
Carole A. Medal, Vice President/President-Elect
Jamie Bukovac, Treasurer

Directors

Betsy Adamowski
Halle Cox
Carole Dickerson
Robyn Hendricks
Tina Hubert
Theodore Schwitzner
Christine Stupegia
Diana Brawley Sussman
Jocelyn Tipton
H Dayle K. Zelenka

Ex Officio

Robert P. Doyle
Anne B. Craig

Absent

Emily Guss
Dianne Happ

Guests

Deidre Brennan
Michael Paukstis
Robert Rehayem
Denise Zielinski

The meeting began at 10:03 A.M.

Review of the Agenda

D. Dziedzic reviewed the agenda and it was approved. D. Zelenka moved, J. Tipton seconded and it was

Voted, That the Illinois Library Association's Executive Board approve the minutes of the ILA Executive Board Friday, 1 August 2008 meeting. (The motion passed unanimously. T. Schwitzner abstained and E. Guss and D. Happ were not present to vote.)

Public Policy Committee

2009 ILA Public Policy Initiatives

D. Brennan, chair of the ILA Public Policy Committee, noted that the committee has been discussing since June how to address funding issues for Illinois libraries. Brennan circulated a White Paper with both short-term and long-term strategies for getting money from the Illinois General Assembly. The committee is "operating on the premise that we need to be able to explain what our users need, the programs, services, and resources that we provide to meet these needs, and the amount of money necessary to fund the programs, services, and resources."

Strategic Focus on Advocacy Task Force

D. Zielinski, chair of the ILA Strategic Focus on Advocacy Task Force, said the task force recommends the establishment of a new advocacy committee to work in tandem with the ILA Public Policy Committee. Some of the many tasks for this new advocacy committee would be:

- Focus advocacy efforts for members on building meaningful relationships with stakeholders/legislators in the home district;
- Educate every legislator/stakeholder to become "library smart";
- Form appropriate advocacy partnerships within local communities and with like-minded organizations;
- Develop dedicated sources of funding for advocacy efforts; and
- Develop a statewide network for Illinois legislators that parallels ILA's Federal Library Legislation Advocacy Network.

D. Zelenka moved, J. Tipton seconded and it was

Voted, That the Illinois Library Association's Executive Board approve the establishment of an ILA Advocacy Committee to work in tandem with the ILA Public Policy Committee. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Illinois Secretary of State's Budget

R. Doyle reported on the continuing confusing saga of the State of Illinois Fiscal Year 2008-2009 budget with its many twists and turns. The Illinois General Assembly originally passed a budget last spring, which contained the Illinois Secretary of State's requested appropriation. The governor then vetoed \$1.4 billion from the budget passed

by the General Assembly including a cut of more than \$20 million or a 5 percent cut from the Secretary of State's budget. (The total budget for the Secretary of State is approximately \$400 million.) The General Assembly subsequently passed Senate Bill (SB) 1103, a roughly \$240 million supplemental appropriation bill. SB 1103 contained restoration of \$20.7 million for the Secretary of State's office. On Thursday, 20 November, the governor vetoed \$55 million in specific budget line items from SB 1103, including the \$20.7 million for the Secretary of State. When the Illinois General Assembly returns it will have the option of attempting to override these most recent cuts again. It is currently "placed on the calendar item veto January 12, 2009." If the veto fails, then the cuts will be permanent for 2008-2009 Fiscal Year. It is not yet clear to ILA how these cuts will affect the Illinois State Library or the Illinois library community.

Illinois Library Day

R. Doyle stated that the 2009 Illinois Library Day will probably be on 16 or 23 April, depending on the Illinois General Assembly's Legislative Schedule, which is usually released in November or December.

2009 National Library Legislative Day (NLLD)

R. Doyle reported that 2009 National Library Legislative Day will be Tuesday, 12 May 2009. The ALA briefing day will be held at the Liaison Capitol Hill, an Affinia Hotel, 415 New Jersey Ave., N.W., Washington, DC 20001. ILA has reserved a block of rooms at the Capitol Hill Suites, 200 C St., S.E., Washington, DC 20003; phone: (202) 543-6000; fax: (202) 547-0883; \$249 single, \$269 double, \$289 triple, and \$309 quad, 14.5 percent sales taxes are not included. Room rates include continental breakfast. High speed wired and wireless Internet access are available complimentary within guest suites. D. Dziedzic or her designee need to determine the speaker for the Monday night dinner.

Potential WGN Story regarding the Chicago Public Library

R. Doyle stated that WGN might be doing a story of "pornography" available at the Chicago Public Library (CPL). ILA has offered its assistance to CPL. A concerned patron has created a blog at <http://obscenerights.blogspot.com/2008/11/next-steps.html> to case her concerns. It seems, however, evitable that more and more people will be using blogs or other social network sources to document their case, establish their credentials, and form alliances to advance their cause. Doyle said that he thinks the Illinois library community needs to think about this latest tactic and discuss some possible responses. While this blog is concerned with "porn," others might be concerned about a referendum issue or be devoted to "I hate the library or its director," etc. and the association should provide some helpful, valuable, and proactive responses.

Illinois State Library Report

A. Craig requested that ILA write a letter of support for the state library's grant application to the Institute for Museum and Library Services (IMLS) for a Laura Bush 21st Century Librarian Program. The letter is required by December 8 and D. Dziedzic will write the letter. (Exhibit 1, p. 1.)

A. Craig said the Bill & Melinda Gates Foundation has recently launched a nationwide effort to collect detailed information about Internet connections in all U.S. public libraries. The Broadband Assessment Project will help the foundation and its partners raise awareness of the need for high-quality Internet in public libraries and how to meet this need. The data collected by the Bill & Melinda Gates Foundation will also help in efforts to improve support and funding for Internet services in Illinois public libraries. The project will provide essential data about the levels of Internet connectivity and the resources devoted to these services statewide. Finally, the data collected through the project will inform future Bill and Melinda Gates Foundation investments to increase and sustain access to broadband Internet in public libraries. The Bill & Melinda Gates Foundation has engaged a team of third-party researchers, Lieberman Research Worldwide, to conduct the Broadband Assessment Project. This team will be contacting Illinois public libraries in the next few weeks to ask for information about library Internet connectivity.

ER-XPO: The Illinois State Library's free Electronic Resources Exposition will be held Thursday, 4 December 4 at the Schaumburg Township District Library, located at 130 Roselle Road, Schaumburg.

The state library recently applied to be an OCLC billing and training partner. The state library also submitted minor administrative rule changes regarding literacy grants to the Illinois Joint Committee on Administrative Rules.

Treasurer's Report

Review of Financial Statements

R. Doyle reviewed the balance sheet; summary income statement, detail income statement, four months October 31, 2008; cash received by due period; and cash available for investment. R. Doyle made the following observations:

- membership dues are steady;
- the collected 2008 ILA Annual Conference income is \$431,212 versus the \$421,735 budgeted; the 2008 ILA Annual Conference expenses, to date, are \$281,563 versus the budgeted \$285,583; for net of \$149,650 versus the budgeted net of \$136,152;
- the "Sullivan Challenge" has raised \$9,195;
- Reaching Forward has revised its budget from a budgeted loss of \$2,801 to a budgeted profit of \$9,092; and
- sales for the 2009 iREAD summer reading program are also good with a current sales total of \$162,000.

Long-term Investments

M. Paukstis, ILA's long-term investment adviser from Sikich Cozad Asset Management, LLC, recommended changes in the association's portfolio in light of recent stock market developments. C. Stuepegia moved, B. Baker seconded and it was

Voted, The Illinois Library Association's Executive Board accepts the recommendations of Sikich Cozad Asset Management, LLC regarding changes to the association's investment portfolio. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Auditor's Report

R. Rehayem from Weiss, Sugar, Dvorak & Dusek, Ltd. spoke to the board via conference call reviewing the audit and management letter. C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board accept the Audit Report, Year Ended June 30, 2008 as prepared by Weiss, Sugar, Dvorak & Dusek, Ltd. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Transfer of Funds to ILA's Long-term Investments

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board transfer the 10 percent net revenues from workshops (we lost money in workshops), annual conference (\$7,019), Reaching Forward conference (we lost money in Reaching Forward), and IREAD (\$3,927) for a total of \$10,946 to the Long-term Investments as stated in Fiscal Policy # 6051. The \$10,946 should be placed in the Dreyfus Money Market Fund, until the board determines final asset allocation. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Audit Committee

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board consider the auditor's recommendation to establish an audit committee by examining the practicality and logistics of implementing such a committee. The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Written Accounting Procedures

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board accepts the draft written accounting manual detailing procedures for fiscal operations. The manual will be reviewed by the Illinois Library Association's Finance Committee on an annual basis. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Registration Fees

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board continue recording registration fees for ILA workshops and conferences as a tool to provide a more accurate indication of expenses when assessing the financial performance of continuing education events. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Cash Disbursements Procedures

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board directs that fiscal procedures require a second signature to all checks made out to the Executive Director position. The following language will be revised in ILA Fiscal Policies and Procedures 6050 to state, "Checks in excess of \$5,000 or made payable to the executive director require two signatures. (Payroll related checks excepted.)" (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Accounts Receivable Procedures

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board directs staff to continue current procedures relative to recording receivables. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

Endowment Contributions

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board directs staff to maintain appropriate documentation relative to donations to all funds, including the Endowment Fund, and general donations to the Illinois Library Association. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

IRS Form 990 Revision

C. Stupegia moved, B. Baker seconded and it was

Voted, That the Illinois Library Association's Executive Board directs staff to review newly revised IRS Form 990 disclosures and to establish procedures that ensure compliance. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

President's Report

Ad hoc Committee on Strategic Planning

B. Baker reminded the board that a full-day strategic planning meeting will be held on 16 April 2008 at the state library. Baker mentioned the latest draft of the FY 2009 ILA Action Plan is still missing about six groups, mostly forums and needs help with filling in some of the blanks.

Serving Our Public Revision Task Force

C. Stuepegia presented the revised *Serving Our Public: Illinois Public Library Standards* for the board's discussion. By consensus, the board approved the document and discharged the task force with the association's thanks.

Web site Review Task Force

T. Schwitzner introduced the first draft ILA e-newsletter. Schwitzner requested the board to submit comments regarding this new service and also to think about the association's communication vehicles.

Future Cooperation with MySpace

H. Cox stated that there was no news to report.

LSTA Grant Application

D. Dziejcz noted discussions continue with the Illinois State Library.

Interns Voting Privileges on Committees

J. Bukovac and C. Medal will work on revising concerns regarding the intern program.

Dissolving ILA Forums, Article XIII, Section 1

This topic was tabled until the next board meeting.

ILA Discussion with ALA about Office Space

D. Dziejcz noted that we haven't received a response from American Library Association. R. Doyle distributed a recent *Chicago Tribune* article (Exhibit 2, pp. 3-4) on Chicago's commercial real estate market.

Executive Director's Report

R. Doyle noted the letters submitted by attorney James R. Foley (see board packet, pp. 209-223) on behalf of the association seeking iREAD trademark protection.

Vice-President's Report

2009 ILA Annual Conference Plans

C. Medal said that the second 2009 ILA Annual Conference Program Committee meeting was held Friday, 14 November at the Metropolitan Library System Chicago office. The committee selected technology expert Omar Wasow, a commentator for NBC and *The Tavis Smiley Show*, to present the conference keynote, focusing on the conference theme – Transformation: See Tomorrow Today. Program proposals are due

Monday, 12 January 2009; the committee will meet to review them on Thursday, 5 February.

Committee Appointments

C. Medal noted the deadline for all committee appointments is Friday, 1 May 2009 and sought the board's assistance in selecting appropriate individuals for the various committees.

Past-President's Report

B. Baker reported that the Nominating Committee is almost finished with their work and the list of candidates should be available by the December 20 *ILA Reporter* deadline.

Committee and Forum Reports

D. Dzedzic reviewed the various reports from the committees and forums. Additional report from the Awards Committee is attached, Exhibit 3, pp. 5-9).

B. Adamowski said the 2008 ILA Marketing Committee is seeking to implement a campaign making Illinois libraries the source for "green" information, increasing the visibility of all Illinois libraries, increasing perceptions of the library's value, and creating a path for green initiatives across the state and amassing tremendous savings for the people of Illinois. Being the source for "green" is a natural niche as libraries are the original recyclers, loaning the same books and DVDs to millions of customers and sharing resources through interlibrary loan, online reference, and knowledge management. By consensus, the ILA Executive Board encouraged the committee's request for proposals to advance their work on Go Green @ Your Illinois Library.

The board reviewed the Fundraising Committee's proposal to establish a program of Illinois Library Luminaries. H. Cox moved, C. Medal seconded and it was

Voted, That the Illinois Library Association's Executive Board approves the establishment of the Illinois Library Luminaries program. (The motion passed unanimously. E. Guss and D. Happ were not present to vote.)

The meeting adjourned at 3:05 P.M.

Respectfully submitted,

Robert P. Doyle
Saturday, 22 November 2008

Exhibit 4, pp. 11-12 is ILA Update # 19, summarizing the meeting for ILA Membership.