

DRAFT

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
LINCOLN TRAIL LIBRARIES SYSTEM**

DATE: March 17, 2008

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

James P. Quisenberry, PresidentUrbana
Rosanne Reidner, Vice PresidentOgden
Allen Lanham, Treasurer.....Charleston
Laura Barnes, SecretaryChampaign
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Janet HastenMarshall
Sharron KreiderAshkum
Donna MinerRantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Cynthia HelmsUrbana

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Michelle Ralston,
Ramona Rollins, Business Office Manager
Donna Schaal, Consultant
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

March 17, 2008

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 11 members present, 1 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the February 18, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

499 Check Nos. 48207 through 48266

499.1 Check Nos. 34415 through 34503

499.2 Check Nos. 1086 through 1088

- Schedules of Activity

499.3 Illinois Funds-Money Market Fund

499.4 The Illinois Funds-Prime Fund

499.5 Main Street Bank and Trust Grant Account

499.6 Illinois Funds OCLC Account

499.7 Main Street Bank and Trust OCLC Checking

499.8 Illinois Funds OCLC Prime Investment

Investment Summary as of February 29, 2008

- Income Statements/Balance Sheets: February 2008

Ms. Barnes moved to approve the Consent Agenda; Ms. Miner seconded the motion. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

PUBLIC COMMENTS - none

PRESIDENT'S REPORT - none

DIRECTOR'S REPORT – Jan Ison

Ms. Ison introduced Russ Dankert of Russell A. Dankert & Associates Architects/Planners. Mr. Dankert presented a building plan incorporating changes to the training center, break room, restrooms, and the delivery area. The Board then toured the building. The consensus was that Ms. Ison should proceed with getting estimates for carrying out the proposed changes.

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Ms. Ison commended the business office staff for their cleaning efforts after the ceiling work and painting were completed in their area. She also commended Linda Kates for cleaning the Board room carpeting.

Ms. Ison announced that staff have been working with SirsiDyix to purge all social security numbers from the LINC database. She said that the Business Office has completed the necessary work to begin direct deposit for staff on the next payday. She reviewed the Statistical Summary and the Executive Director's and Consultants' reports. She highlighted the Freedom of Information Act request, Charleston and Mahomet public library visits, and the workshop on costing system services held at North Suburban Library System. Ms. Ison called the Board's attention to the Financial Update report, a new report prepared by Ramona Rollins, Business Office Manager.

COMMITTEE REPORTS - none

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti submitted a written report for March 2008. Ms. Ison urged Board Members to attend Illinois Library Day in Springfield on April 10, 2008.

UNFINISHED BUSINESS - none

NEW BUSINESS

•Action Item No. 2008-18 Expenditure over \$10,000

In accordance with the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures.

SirsiDynix	Jan/June 08 Software/Hardware Maintenance	\$33,057.64
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Mr. Lanham moved to approve the expenditure in Action Item No. 2008-18; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

•Action Item No. 2008-19 Revision of Lincoln Trail Libraries System Bylaws

The staff recommends that the Board distribute the attached revision of the Lincoln Trail Libraries System Bylaws to LTLS member libraries for comment. Note: The revision includes a change in the beginning of the System's Board year from July 1 to October 1. If the proposed revision is approved, Board terms currently due to expire on June 30, 2008 will be extended to expire on September 30, 2008. Terms of all current Board members that expire on June 30 will be extended to expire on September 30.

Ms. Trame moved to approve Action Item No. 2008-19; Mr. Lanham seconded the motion.

Ms. Erickson moved to table Action Item No. 2008-19 until the next Board of Directors meeting; all were in favor of the motion.

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•FY2009 Budget Discussion

Ms. Ison explained that shared automation costs for FY2009 have not been determined yet due to anticipated changes in OCLC pricing.

•Action Item No. 2008-20 Revision of LTLS Personnel Policy

The staff recommends that Section V: Benefits (Sick Leave) of the Personnel Policy be revised as follows (revised part is underlined):

At retirement, LTLS will pay for one-half of the employee's accumulated sick leave, up to a maximum of 60 working days (450 hours).

An employee who has submitted a formal letter of retirement may request payment for their accumulated sick leave to be paid in equal installments up to a maximum 6 months prior to the retirement date. Payments for accumulated sick leave are made as part of the employee's regular compensation. A request for installment payments for accumulated sick leave must be made in writing to the Executive Director. The Executive Director may approve such requests provided that: 1) no payment for accumulated sick leave shall be paid more than 6 months prior to the planned retirement date; and 2) the employee's sick leave balance must be adequate to cover any unexpected sickness through the employee's retirement date.

Note: The Personnel Policy currently provides for the payment of a portion of accumulated sick leave upon retirement. Currently such payments are made as a lump sum payment upon retirement. The proposed change will enable LTLS to pay accumulated sick leave in multiple payments up to six months prior to retirement provided that the employee has adequate sick leave to cover any unanticipated sickness before their retirement.

Ms. Ison presented the Action Item. Discussion of the proposed changes followed and subsequently the Board approved a motion to go into executive session. Following the close of the executive session, Ms. Funderburg moved to table Action Item No. 2008-20 until the next Board of Directors meeting. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

DISCUSSION/PLANNING - none

ANNOUNCEMENTS

Ms. Ison asked the Board to look at the list of Board vacancies for FY2009 and also the list of proposed LTLS committee meeting dates and a change in the May 2008 Board meeting date from May 19 to May 27.

ADJOURNMENT

Mr. Lanham moved to adjourn the meeting; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 9:50 p.m.

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Approved by the Lincoln Trail Libraries System Board of Directors on Monday, April 21, 2008.

James Quisenberry, President

Laura Barnes, Secretary