

DRAFT

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

DATE: March 16, 2009

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Rosanne Reidner, PresidentOgden
James P. Quisenberry, TreasurerUrbana
Janet Hasten, SecretaryChampaign
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Champaign
Lavonne GillespieAshkum
Cynthia Helms.....Champaign
Susan NorrisUrbana

MEMBERS NOT PRESENT:

Janet Cler.....Tolono
Rochelle FunderburgChampaign
Allen Lanham.....Charleston
Donna Miner.....Rantoul
Anieta TrameMattoon

OTHERS PRESENT:

Karen Egan, Illinois State LibrarySpringfield
LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Donna Schaal, Consultant
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Ramona Rollins, Business Office Manager
David Lottes, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

March 16, 2009

Rosanne Reidner called the meeting to order at 7:00 p.m. Roll call was taken with 8 members present, 5 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the February 16, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

511 Check Nos. 49020 through 49074

511.1 ACH Direct Deposit

511.2 Check Nos. 1133 through 1141

- Schedules of Activity

511.3 Illinois Funds-Money Market Fund

511.4 The Illinois Funds-Prime Fund

511.5 Main Street Bank and Trust Grant Account

511.6 Illinois Funds OCLC Account

511.7 Main Street Bank and Trust OCLC Checking

511.8 Illinois Funds OCLC Prime Investment

Investment Summary as of February 28, 2009

Petty Cash as of February 28, 2009

- Income Statements/Balance Sheets: February 2009

All Funds Balance Sheet

All Funds Income Statement

General Fund Balance Sheet

General Fund Income Statement

Automation Fund Balance Sheet

Automation Income Statement

Cooperative Service Fund Balance Sheet

Cooperative Service Income Statement

Mr. Quisenberry moved to approve the Consent Agenda; Mr. Drone-Silvers seconded the motion. A roll call vote was taken:

Yes – Drone-Silvers, Erickson, Gillespie, Hasten, Helms, Norris, Quisenberry, Reidner

No – None

PUBLIC COMMENTS - Mr. Allen Steinberg of Champaign asked the board to address the absence of local book sellers in the LINC catalog section of the LTLS website. Ms. Ison and Mr. Sciacca explained to

Mr. Steinberg the exclusion is a result of an automated component and pointed out that a list of local retail bookstores is provided at a different location on the website. The board expressed their appreciation to Mr. Steinberg for his concern.

PRESIDENT’S REPORT - Ms. Reidner reported that the fourth annual Edible Book Event sponsored by the University of Illinois Library is to be held on Tuesday March 31st at the University YMCA. Ms. Reidner was happy to tell the board that the Ogden-Rose Public Library is now Wi-Fi enabled and that librarian Sandra Wienke has created a Comcast Newsmaker interview for the library. On a final note Ms. Reidner informed the Board that Ms. Ann Miller had passed away. Ms. Miller was a long time friend of the library community in Ogden.

DIRECTOR’S REPORT – Jan Ison

Ms. Ison asked the board for any comments on the recently created Trustee Connections E-Newsletter and asked that they continue to help LTLS acquire and maintain a current list of Trustee email addresses. Ms. Ison and Ms. Boze presented an informational video from the South Central Library System in Madison, Wisconsin. Ms. Ison and Ms. Boze visited SCLS to evaluate the delivery system there. One of the more outstanding innovations of SCLS is their use of a tote and cargo moving system featured in the video. Other different ideas included placing item barcodes on the front of items for quick ownership identification and a pro-active approach to helping their member libraries design delivery areas when they build new, add-on or remodel. The fleet of vehicles at SCLS is maintained by an in-house mechanic and some of the vehicles are purchased from leasing companies. These vehicles have been well maintained for use as rentals and are economically priced. It may be possible for LTLS to locate similar vehicles for our use in the future. Ms. Ison and Ms. Boze will be visiting the Metropolitan Library System next for more new ideas and fresh perspectives on delivery service.

COMMITTEE REPORTS -

Budget and Finance Committee

- Action Item No. 2009-27 Budget Revision and Fund Designations

The Budget and Finance Committee recommends approval of the following FY2009 budget expense and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$874,155	\$267,562	\$825,219
Cooperative Service Fund	\$118,165	\$135,000	\$ 60,778
Automation Fund	\$526,079	\$121,153	\$457,583
Capital Maintenance Fund		\$185,901	
Automation Equity Fund		\$362,449	
ILLINET/OCLC			\$12,111,325
Special Revenue Funds	\$401,134		\$401,134
TOTAL	\$1,849,802	\$1,072,065	\$13,386,533

Roll call vote was taken:

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Yes – Drone-Silvers, Erickson, Gillespie, Hasten, Helms, Norris, Quisenberry, Reidner

No – None

ILLINOIS STATE LIBRARY REPORT – Karen Egan

Ms. Egan submitted a written report for February of 2009.

UNFINISHED BUSINESS

NEW BUSINESS

•Action Item No. 2009-26 Expenditures Over \$10,000.00

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

A.	LTLS-OCLC	FY09 Ask Away payment	\$47,768.50
B.	LTLS-OCLC	FY09 Wilson Select payment	\$12,505.00

Ms. Erickson moved to approve Action Item No. 2009-26; Mr. Quisenberry seconded the motion. A roll call vote was taken:

Yes – Drone-Silvers, Erickson, Gillespie, Hasten, Helms, Norris, Quisenberry, Reidner

No – None

DISCUSSION/PLANNING

ANNOUNCEMENTS

The April 20th board meeting will be held at the Centennial High School Library.

ADJOURNMENT

Mr. Drone-Silvers moved to adjourn the meeting; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:10 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, March 16, 2008.

Rosanne Reidner, President

Janet Hasten, Secretary