

DRAFT

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

**DATE:** July 19, 2004

**TIME:** 7:00 P.M.

**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

Nina Pals, President ..... Altamont  
James P. Quisenberry, Vice President ..... Urbana  
Carolyn Adkins, Treasurer ..... Charleston  
Garold Eaglin, Secretary ..... Marshall  
Emily Turner Condill..... Homer  
Rochelle Funderburg..... Champaign  
Allen Lanham ..... Charleston  
Donna Miner ..... Rantoul

**MEMBERS NOT PRESENT:**

Laura Barnes ..... Champaign  
Paula Kaufman ..... Urbana  
Sharron Kreider ..... Ashkum  
Richard Lutz..... Mansfield  
Susan McKinney ..... St. Joseph

**OTHERS PRESENT:**

Vandella Brown, Illinois State Library (via V-tel) ..... Springfield  
LTLS Staff..... Champaign  
Jan Ison, Executive Director  
Kim Fraser, Business Manager  
Donna Schaal, Consultant  
Joe Sciacca, Consultant  
Merdy Smith, Consultant  
Karen Wilkinson, Communications Manager

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
July 19, 2004

President Nina Pals called the meeting to order at 7:05 p.m. Roll call was taken with eight members present, five absent.

Ms. Pals presented the following action item:

- Action Item No. 2005-1 Appointment of Board Director

The Lincoln Trail Libraries System Executive Committee met by phone on July 15, 2004 and recommends that the LTLS Board of Directors confirm the appointment of the following individual to the Lincoln Trail Libraries System Board of Directors. The appointed Director will serve until the next regular Board election in 2005 and will be eligible for five additional years of elected service for a total of six years.

Public Library Trustee Director, *Rochelle Funderburg, Champaign Public Library*

The Board was unanimously in favor of the recommendation.

Board and staff members introduced themselves to new members Rochelle Funderburg, Allen Lanham, and Donna Miner and to new ISL Consultant Vandella Brown.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the June 21, 2004 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

455 Check Nos. 45206 through 45260  
455.1 Check No. 31143 through 31198

- Schedules of Activity

455.2 Illinois Funds-Money Market Fund  
455.3 The Illinois Funds-Prime Fund  
455.4 Bank Illinois Grant Account  
Investment Summary  
Petty Cash Report as of June 30, 2004

- June Financial Statements

General and Internal Service Funds Balance Sheet  
General and Internal Service Funds Income Statement  
General Fund Balance Sheet  
General Fund Income Statement  
Automation Fund Balance Sheet  
Automation Fund Income Statement  
Cooperative Service Fund Balance Sheet  
Cooperative Service Fund Income Statement

Mr. Eaglin moved to approve the Consent Agenda; Ms. Condill seconded the motion. A roll call vote was taken:

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Yes – Adkins, Condill, Eaglin, Funderburg, Lanham, Miner, Quisenberry, Pals  
No – None.

**PRESIDENT'S REPORT – none**

**DIRECTOR'S REPORT – Jan Ison**

Ms. Ison referred to the ALA Conference Report prepared by staff who attended. She particularly noted the keynote address by Richard A. Clarke, Disney’s customer service program, the International Children’s Digital Library project, and the OCLC Environmental Scan session. Staff also met with Dynix regarding performance issues, having surveyed LINC libraries prior to conference to gather as many issues as possible. She said that Dynix has been very forthcoming in helping with solutions and will send a representative to help with networking problems in various libraries. Ms. Ison reviewed the statistical summary for FY1997–FY2004.

**ILLINOIS STATE LIBRARY REPORT – Vandella Brown**

Ms. Brown reported that the latest word on the state budget is that a decision may be reached soon. She said that Lincoln Trail gave a very good report regarding the system application for funding. The State Library is working on model programs incorporating twelve human rights videos developed through a National Video Resource/ALA grant. The State Library is supporting various programs for the ILA Annual Conference including the Diversity in Libraries Breakfast. Ms. Brown announced that FY2005 LSTA grant proposals are due July 30, 2004 and that Family Reading Night, “Picture the Magic of Reading,” is scheduled for November 18, 2004.

**UNFINISHED BUSINESS**

**Ms. Ison asked for any questions about her FY2005 Priorities that were presented at the June Board meeting. There were none.**

**NEW BUSINESS**

Ms. Ison presented the following staff recommendations:

- Action Item No. 2005–2 FY2004 Fund Designations and Reserves

The LTLS staff recommends authorization by the LTLS Board of Directors of the following fund balance designations at June 30, 2004.

Cooperative Service Fund	\$110,000
Automation Fund Appropriated Balance	\$ 39,547
Capital Maintenance	\$203,481
Automation Equity Fund	\$311,297
Operating Reserve (General Fund)	
A minimum balance of \$230,869 not to exceed	\$279,586

The staff further recommends that any undesignated funds in the General Fund in excess of the “not to exceed amount” be transferred to the Capital Maintenance Fund and that any undesignated funds in the Automation Equity Fund be transferred to the reserve for that fund. Further, staff recommends that any undesignated funds in the Automation Fund be transferred to the Automation Fund Appropriated Balance.

Mr. Lanham moved to approve Action Item No. 2005–2; Ms. Adkins seconded the motion. A roll call vote was taken:

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Yes – Adkins, Condill, Eaglin, Funderburg, Lanham, Miner, Quisenberry, Pals  
No – None.

### •Action Item No. 2005–3 Finance Policy Revision

The staff recommends changes to Section III (General) and Section V (Expenditures and Other Financial Transactions) of the Lincoln Trail Libraries System Finance Policy. Section III will bring the definition of capital assets to a higher amount as recommended by GASB 34. Section V is changed to reflect the routine expenditures that will be coming out of ILLINET/OCLC funds. The staff requests approval of these additions to the LTLS Finance and Investment Policy.

Mr. Eaglin moved to approve Action Item No. 2005–3; Ms. Adkins seconded the motion. The Board was unanimously in favor of the motion.

### •Action Item No. 2005–4 Resolution Authorizing ILLINET/OCLC Financial Account Deposits, Withdrawals, Transfers

Mr. Quisenberry moved to accept a staff recommendation authorizing individuals to sign checks and transact other business for the ILLINET/OCLC accounts at the mentioned financial institutions. Ms. Miner seconded the motion. The Board was unanimously in favor of the motion.

## DISCUSSION/PLANNING

Ms. Ison gave a PowerPoint presentation that covered highlights of the FY2005 Work Plan and the system funding application presentation made at the State Library. Ms. Ison suggested postponing discussion on the LTLS Strategic Plan.

## ANNOUNCEMENTS

**Mr. Lanham reminded everyone to submit items for the “Exploring Illinois Libraries” exhibit at the Illinois Library Association Annual Conference in Chicago September 28–October 2, 2004.**

## ADJOURNMENT

Mr. Eaglin moved to adjourn the meeting; Ms. Adkins seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:38 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, August 16, 2004.

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Nina Pals, President

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Garold Eaglin, Secretary