

DRAFT

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

**DATE:** July 21, 2008  
**TIME:** 7:00 P.M.  
**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

Rosanne Reidner, Vice President .....Ogden  
Laura Barnes, Secretary .....Champaign  
Allen Lanham, Treasurer.....Charleston  
Janet Hasten .....Marshall  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

James P. Quisenberry, President .....Urbana  
Scott Drone-Silvers.....Mattoon  
Virginia Erickson.....Urbana  
Rochelle Funderburg .....Champaign

**OTHERS PRESENT:**

Karen Egan, Illinois State Library .....Springfield  
  
LTLS Staff .....Champaign  
    Jan Ison, Executive Director  
    Pat Boze, Consultant  
    Michelle Ralston, Consultant  
    Ramona Rollins, Business Office Manager  
    Donna Schaal, Consultant  
    Joe Sciacca, Consultant  
    Vanessa Whippo, Consultant  
    David Lottes, Communications Manager

DRAFT

**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
July 21, 2008

Vice President Rosanne Reidner called the meeting to order at 7:10 p.m. Roll call was taken with 8 members present, 4 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the June 16, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks  
503 Check Nos. 48486 through 48552  
503.1 ACH Direct Deposit  
503.2 Check Nos. 1098 through 1101
- Schedules of Activity  
503.3 Illinois Funds-Money Market Fund  
503.4 The Illinois Funds-Prime Fund  
503.5 Main Street Bank and Trust Grant Account  
503.6 Illinois Funds OCLC Account  
503.7 Main Street Bank and Trust OCLC Checking  
503.8 Illinois Funds OCLC Prime Investment  
Investment Summary as of June 30, 2008

**INCOME STATEMENTS/BALANCE SHEETS: JUNE 2008**

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

Yes – Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame  
No – None

**PUBLIC COMMENTS** - none

**PRESIDENT'S REPORT** - none

**DIRECTOR'S REPORT** – Jan Ison

Ms. Ison welcomed Karen Egan as the new consultant for the Illinois State Library. The report from the ALA (American Library Association) convention are posted on the features section of the LTLS website. Ms Ison reviewed statistics for both June of 2008 and the 2007 fiscal year Ms. Ison noted an unusually large increase in First Search usage. Over the coming weeks Ms. Ison will continue to evaluate the distribution and delivery procedures and policies of LTLS in an effort to maximize efficiency in those areas. Ms. Ison has already determined that the true volume of items in transit has not been reflected

DRAFT

in reports until recently. In fact the number of items being handled is likely doubled when items received are calculated along with items delivered.

**COMMITTEE REPORTS** - none

**ILLINOIS STATE LIBRARY REPORT** – Karen Egan

Ms. Egan submitted a written report for July of 2008 and introduced herself to the board. Ms. Egan is hopeful that she will be able to attend the board meetings despite recent budget cuts to travel expenses at the Secretary of State's Office. Ms Egan thanked everyone for their participation in the LSTA grant reviews and asked that all participate in the review of system standards. Ms. Egan noted that the budget has been cut for Periodical Abstracts and Wilson Select Plus. Several board members expressed disappointment at the elimination of those resources as a free statewide resource.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS**

- Action Item No. 2009-01 Expenditures over \$10,000

LTLS staff recommends payment of the checks listed below. In accordance with the LTLS Finance and Investment Policy, the checks will require two authorized signatures since the amounts are over \$10,000.

A. SirsiDynix	July/Dec. 2008 Software/Hardware Maintenance	\$ 35,231.96
B. SirsiDynix	Payment for final acceptance test per rider G	\$ 28,764.00

Ms. Ison proposed an addition to transfer funds from the automaton equity fund to pay for part B of this action as it is a holdover from a previous action that was never transferred away from the equity fund.

Mr. Lanham moved to approve Action Item No. 2009-01, with the addition; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame  
No – None

- Action Item No. 2009-02 FY2009 Fund Designations and Revenue

The LTLS staff recommends authorization by the LTLS Board of Directors of the following fund balance designations at June 30, 2008.

Cooperative Service Fund		\$135,000
Automation Fund Appropriated Balance		\$121,153
Capital Maintenance		\$185,901
Automation Equity Fund	\$373,214 (\$344,450 after addition to	Action item No. 2009-01)
Operating Reserve (General Fund)		
A minimum balance of \$230,869 not to exceed		\$275,466

DRAFT

The staff recommends that CMC Contract Cataloging Revenue in the amount of \$9,519.34 to be transferred to a new fund called CMC Contract Cataloging.

The staff recommends a transfer from the Capital Maintenance Fund in the amount of \$59,430 to the General Fund. This is for the replacement of ceiling tile by Earl Olson and Sons.

The staff recommends a transfer from the Cooperative Service Fund in the amount of \$41,850 to the Capital Maintenance Fund.

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 reserve for that fund. Further, the staff recommends that any undesignated funds in the Automation Fund be transferred to the Automation Equity Fund.

Mr. Lanham moved to approve Action Item No. 2009-02; Ms. Hasten seconded the motion. A roll call vote was taken:

Yes - Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame

No - None

### **DISCUSSION/PLANNING**

The Nominating Committee volunteers are as follows. Laura Barnes, Sharon Krieder and Rosanne Reidner.

### **ANNOUNCEMENTS**

Ms. Barnes announced that the bill to make the Illinois Waste Management and Research Center part of the University of Illinois was signed by the Governor. The organization’s name has been changed to Illinois Sustainable Technology Center. Mr. Sciacca announced that the Lincoln-Douglas debate exhibit is currently at Bement Public Library.

### **ADJOURNMENT**

Ms. Barnes moved to adjourn the meeting; Ms. Miner seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:30 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, August 18, 2008.

---

James Quisenberry, President

---

Laura Barnes, Secretary