

DRAFT

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

DATE: July 20, 2009
TIME: 7:00 P.M.
PLACE: Lincoln Trail Libraries System Headquarters

MEMBERS PRESENT:

Rosanne Reidner, President Ogden
Janet Hasten, Secretary Champaign
Janet Cler Tolono
Rochelle Funderburg Champaign
Allen Lanham Charleston
Susan Norris Urbana
Scott Drone-Silvers Mattoon
Anieta Trame Mattoon

MEMBERS NOT PRESENT:

James P. Quisenberry, Treasurer Urbana
Virginia Erickson Champaign
Lavonne Gillespie Ashkum
Cynthia Helms Champaign
Donna Miner Rantoul

OTHERS PRESENT:

LTLS Staff Champaign
Jan Ison, Executive Director
Pat Boze, Consultant
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Ramona Rollins, Business Office Manager
David Lottes, Communications Manager

DRAFT

MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
July 20, 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 June 15, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

515 Check Nos. 49217 through 49261

515.1 ACH Direct Deposit

515.2 Check Nos. 1163 through 1166

- Schedules of Activity

515.3 Illinois Funds-Money Market Fund

515.4 The Illinois Funds-Prime Fund

515.5 Main Street Bank and Trust Grant Account

515.6 Illinois Funds OCLC Account

515.7 Main Street Bank and Trust OCLC Checking

515.8 Illinois Funds OCLC Prime Investment

Investment Summary as of June 30, 2009

- Income Statements/Balance Sheets: June 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

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

Yes – Cler, Drone-Silvers, Funderburg, Hasten, Lanham, Norris, Reidner, Trame

No – None

PUBLIC COMMENTS - None

PRESIDENT'S REPORT

DIRECTOR'S REPORT – Jan Ison

Ms. Ison directed the members of the board to the feature articles on the Lincoln Trail Libraries System home page. The articles featured the American Library Association's annual convention in Chicago. Ms. Ison highlighted the "Quotes Worth Remembering" article as a source of inspirations from the convention. Ms. Ison talked about some of the new products at the exhibit including devices for use as branch libraries in remote locations. Some of these devices operate through the use of a card and are linked to the owning libraries automation system. These devices not only provide additional access to materials, they also prevent collection item loss. Because the materials are only available by use of a card they cannot be easily stolen. Mr. Sciacca noted that some machines are even capable of rejecting incorrectly coded materials or empty audio and video containers. At the convention Ms. Ison attended a program in which the speaker emphasized the importance of libraries having a highly visible presence in their communities. This speaker believes it is through this kind of presence that libraries can promote people's desire to advocate for their libraries at the ballot box. Ms. Ison reported that statistics for FY 2009 are up dramatically. In particular there has been a jump of 57% in visits to MyMediaMall. Ms. Ison noted that this might indicate a tipping point towards the use of digital downloads in the future. Mr. Drone-Silvers asked if a breakout report on where these visitors to MyMediaMall are coming from could be produced for analysis. Ms. Ison asked the board if they could begin collecting stories from libraries. Ms. Ison related a story from a Champaign Public Library customer and Ms. Hasten told Ms. Ison she has two stories from the Marshall Public library she would be willing to share.

COMMITTEE REPORTS

ILLINOIS STATE LIBRARY REPORT

Ms. Egan submitted a written report to the board.

UNFINISHED BUSINESS

•FY2010 Budget

Ms. Ison has been keeping up to date on the information regarding funding for FY 2010. Ultimately it is up to the Secretary of State to decide what amount each fund receives. Ms. Ison anticipates more information over the coming weeks.

NEW BUSINESS

•Action Item No. 2010-01 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. SirsiDynix 2ndInstallment of FY09 hardware/Software Maintenance \$37,662.51

Mr. Lanham moved to approve Action Item No. 2009-32; Ms. Cler seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Funderburg, Hasten, Lanham, Norris, Reidner, Trame

No – None

•LINC Costs FY 2010

Ms. Boze presented the board with a written report on LINC shared costs in relationship to reciprocal borrowing. Ms. Boze attended a meeting at which a formula for determining the cost was proposed. This formula based on circulation in relationship to holdings and other factors will be used to determine

DRAFT

cost based on approval of the report. Ms. Ison believes the circulation statistics for the Lincoln Trail Libraries System will reflect the Urbana switch to four-week circulation over the coming year.

DISCUSSION/PLANNING

•ALA

In addition to the information presented to the board by Ms. Ison during her Director's Report, Ms. Boze and Ms. Whippo gave the board their impressions of the convention. Mr. Lanham also attended the convention and shared his thoughts on the overall attendance and attitude of the event. The impression was that even with budgets tight the association was able to present an upbeat and well-attended event.

•Fy 2010 Board and Planning Calendar

Ms. Ison presented the board with a letter outlining the openings on the board for the coming year. The letter asked the board for recommendations to fill the openings.

Ms. Reidner asked for volunteers to the nominating committee. Mr. Drone-Silvers, Ms. Funderburg and Ms. Hasten volunteered for the committee.

ANNOUNCEMENTS

Mr. Lanham announced that the Director of the Charleston Public Library would be retiring in August. Ms. Norris announced that she along with her director would also be leaving their positions at the Asian Educational Media Service (AEMS) in August.

Ms. Reidner announced that she was working on the new Per Capita Grant application. Ms. Funderburg requested that Ms. Ison send a letter to Ms. Craig at the State Library asking about the usefulness of the additional requirements in the new application.

COMMITTEE REPORTS

ADJOURNMENT

Mr. Drone-Silvers moved to adjourn the meeting; Ms. Funderburg seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:35 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, August 17, 2009.

Rosanne Reidner, President

Janet Hasten, Secretary