

DRAFT

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

DATE: November 21, 2005

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Nina Pals, PresidentAltamont
James P. Quisenberry, Vice PresidentUrbana
Allen Lanham, Treasurer.....Charleston
Sharron KreiderAshkum
Donna MinerRantoul
Rosanne Reidner.....Ogden
Kathy Wickline.....Champaign

MEMBERS NOT PRESENT:

Laura Barnes, SecretaryChampaign
Jennie Cisna.....Mattoon
Garold Eaglin.....Marshall
Rochelle FunderburgChampaign
Paula Kaufman.....Urbana
Anieta TrameMattoon

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Maria Nowak, Consultant
Donna Schaal, Consultant
Joe Sciacca, Consultant
Adrian Van Buskirk, Business Manager
Amy Weber, Consultant
Vanessa Whippo, Consultant
Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
November 21, 2005

President Nina Pals called the meeting to order at 7:00 p.m. Roll call was taken with 7 members present, 6 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the October 17, 2005 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
 - 471 Check Nos. 46263 through 46305
 - 471a Check No. 46306
 - 471.1 Check Nos. 32386 through 32440 and
 - 471.2 OCLC Check Nos. 1005 through 1006
 - Schedules of Activity
 - 471.3 Illinois Funds-Money Market Fund
 - 471.4 The Illinois Funds-Prime Fund
 - 471.5 Bank Illinois Grant Account
 - 471.6 Illinois Funds OCLC account
- Investment Summary
Petty Cash Report as of November 9, 2005

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

Yes – Kreider, Lanham, Miner, Quisenberry, Reidner, Wickline, Pals
No – None

PRESIDENT'S REPORT – none

DIRECTOR'S REPORT - Jan Ison

Ms. Ison reviewed the October Executive Director and Consultants' reports. She said that she attended the Eastern Illinois University Booth Library Frankenstein Exhibit opening reception. She asked Mr. Lanham to talk about the exhibit and related programs; he said there were at least 50 presenters and over 2,000 attendees. Ms. Ison asked Board members to comment on their visits to Homer Community Library, Bement Public Library District, and Gilman-Danforth District Library. Ms. Ison reported that Randi Weiss has been hired as a consultant for the Library Interpreters Network grant project, and Amani Ayad has been hired as a consultant for the diversity grant project. Ms. Ison noted that Media Mall circulation was 257 for October; LTLS circulation was 20% of all library participation.

COMMITTEE REPORTS

The Budget/Finance Committee presented the following action items:

- Action Item No. 2006-4 FY2005 Audit

The LTLS Budget/Finance Committee met on November 17, 2005 at 7:00 PM to examine a draft copy of the FY2005 Audit. The audit was presented by Karl Drake of Bray, Drake, Liles, and Richardson, LLP. The Committee recommends the Board of Directors accept the audit for the year ending June 30, 2005.

A roll call vote was taken:

Yes – Kreider, Lanham, Miner, Quisenberry, Reidner, Wickline, Pals
 No – None

- Action Item No. 2006-5 FY2006 Budget Revision and Fund Designations

The budget amendment proposed by the LTLS staff adds the FY2005 encumbrances to the General Fund expenses. The LTLS Budget/Finance Committee has reviewed the staff proposed budget amendments and recommends confirmation of the Budget/Finance Committee’s approval of the following FY2006 budget expense and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Fund	Expenses	<i>Designations</i>	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 915,139	\$274,608	\$ 825,219
Cooperative Service Fund	\$ 88,769	\$135,000	\$ 92,777
Automation Fund	\$ 369,841	\$121,153	\$ 354,852
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$358,993	
ILLINET/OCLC			\$5,000,000
TOTAL	\$1,373,749	\$1,093,235	\$6,272,848

A roll call vote was taken:

Yes – Kreider, Lanham, Miner, Quisenberry, Reidner, Wickline, Pals
 No – None

ILLINOIS STATE LIBRARY REPORT – none

UNFINISHED BUSINESS – none

NEW BUSINESS – none

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DISCUSSION/PLANNING

Ms. Ison discussed the need to establish a technology committee to update the Network Services Policy (approved in 1996) and the Confidentiality Policy (approved in 1990) and to address issues regarding the Patriot Act, RFID technology and privacy principles, and Lincoln Trail’s responsibilities in managing LINC, the shared automation system. Potential members of the committee include James Quisenberry (chair), Rochelle Reidner, Jennie Cisna, and Paula Kaufman.

Ms. Ison distributed an article called “The Future of Libraries, Beginning the Great Transformation” by Thomas Frey, Executive Director of the DaVinci Institute, for Board members to share with their boards.

A SWOT Analysis of LTLS (strengths, weaknesses, opportunities, threats) was conducted to help the Strategic Planning Committee with their work.

ANNOUNCEMENTS

Information on the Mid-Illinois Talking Book Center was distributed.

ADJOURNMENT

Ms. Reidner moved to adjourn the meeting; Ms. Wickline seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:45 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, December 19, 2005.

Nina Pals, President

Laura Barnes, Secretary