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

DATE: November 20, 2006
TIME: 7:00 P.M.
PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

James P. Quisenberry, PresidentUrbana
Rosanne Reidner, Vice PresidentOgden
Allen Lanham, Treasurer.....Charleston
Laura Barnes, SecretaryChampaign
Jennie Cisna.....Mattoon
Garold Eaglin.....Marshall
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Sharron KreiderAshkum
Donna MinerRantoul
Anieta TrameMattoon
Kathy Wickline.....Champaign

MEMBERS NOT PRESENT:

Paula Kaufman.....Urbana

OTHERS PRESENT:

Cyndy Colletti, Illinois State LibrarySpringfield
Adam Grimes, Bray, Drake, Liles, and
Richardson, LLPUrbana
LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Amanda McKay, Consultant
Ramona Rollins, Business Office Manager
Donna Schaal, Consultant
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
November 20, 2006

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 12 members present, 1 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the September 18, 2006 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

482 Check Nos. 47197 through 47252

482.1 Check Nos. 33348 through 33435

482.2 OCLC

• Schedules of Activity

482.3 Illinois Funds-Money Market Fund

482.4 The Illinois Funds-Prime Fund

482.5 Main Street Bank and Trust Grant Account

482.6 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of September 30, 2006

• Schedules of Checks

483 Check Nos. 47253 through 47331

483.1 Check Nos. 33436 through 33495

483.2 Check Nos. 1031 and 1036

• Schedules of Activity

483.3 Illinois Funds-Money Market Fund

483.4 The Illinois Funds-Prime Fund

483.5 Main Street Bank and Trust Grant Account

483.6 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of October 31, 2006

A roll call vote was taken to approve the Consent Agenda:

Yes – Barnes, Cisna, Eaglin, Erickson, Funderburg, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame, Wickline

No – None

AUDITOR'S REPORT

Adam Grimes of Bray, Drake, Liles, and Richardson, LLP reviewed the Auditor's Report for the fiscal year ending June 30, 2006. He stated that, in their opinion, the financial statements of LTLS present fairly

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the financial position of LTLS. In a letter to the Board, the auditor recommended that a new fund be created for each grant project and that reconciliation of account balances be done at least on a quarterly basis.

PRESIDENT'S REPORT – James Quisenberry

Mr. Quisenberry said that he was pleased to be present when the cities of Champaign and Urbana awarded the International Humanitarian Award to LTLS for the PolyTalk Library Interpreters Network project. He commented on the new Local Holds Test approved by the LINC Policy Council to run from December 1 through January 30, stating that the issue presents a difficult challenge and perhaps a committee of library trustees should be formed to study the issue.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison gave the Board a memo summarizing the status of the Local Holds test stating that only two libraries have agreed to participate to date. Champaign Public has indicated they will not participate, and LTLS has not heard from Urbana Free. Ms. Ison stated that it will be difficult to make any assessments if we don't have participation. She also said that some libraries are using in-house work-arounds to keep materials newer than six months in their buildings for patrons to walk in and check out. A lengthy discussion followed with no definite directives for LTLS staff. Ms. Ison said she will send a follow-up to libraries regarding the Local Holds test.

Ms. Ison reviewed the Executive Director's, Consultants', and Statistical reports for September and October. She showed the Board The PolyTalk Language Kit and the Diversity Grant's multicultural calendar for 2007. She said that she attended the System Presidents and Directors meeting with Allen Lanham. Mr. Lanham reported that it was an informative meeting regarding Illinois State Library projects.

COMMITTEE REPORTS

Budget/Finance Committee

Ms. Ison introduced Ramona Rollins who is the new Business Office Manager and commended her for her work during the audit.

- Action Item No. 2007-6 FY2006 Audit

The LTLS Budget/Finance Committee met on November 20, 2006 at 5:45 PM to examine a draft copy of the FY2006 Audit. The audit was presented by Adam Grimes of Bray, Drake, Liles, and Richardson, LLP. The Committee recommends the Board of Directors accept the audit for the year ending June 30, 2006.

The Board was unanimously in favor of Action Item No. 2007-6.

- Action Item No. 2007-7 FY2007 Budget Revision and Fund Designations

The budget amendment proposed by the LTLS staff adds the FY2006 encumbrances to the General Fund expenses and updates Personnel and Benefits based on updated information. 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 FY2007 budget expense and

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designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 864,910	\$301,699	\$ 825,219
Cooperative Service Fund	\$ 98,633	\$135,000	\$ 92,777
Automation Fund	\$ 410,253	\$114,219	\$ 409,806
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$363,993	32,000
ILLINET/OCLC			\$5,000,000
Special Revenue Funds	404,166		404,166
TOTAL	\$1,777,962	\$1,118,392	\$6,763,968

A roll call vote was taken to approve Action Item No. 2007-7:

Yes – Barnes, Cisna, Eaglin, Erickson, Funderburg, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame, Wickline

No – None

Membership Committee

•Action Item No. 2007-8 Membership Review – Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2006 Annual Profile Summaries and membership eligibility during its meeting on November 20, 2006. Forty-seven libraries were determined eligible for continuing membership with no concerns, based on their FY2006 Annual Profile Summaries.

The Board was unanimously in favor of Action Item No. 2007-6.

•Action Item No. 2007-10 Membership Change – News-Gazette Library

LTLS received a letter dated June 23, 2006 from Carolyn Vance, Librarian, and John Beck, Administrator, of the News-Gazette Library. The letter indicates this agency’s formal decision to end their official membership in Lincoln Trail Libraries System and thanks LTLS for the privilege of being a member for 25 years. The LTLS Membership Committee regrettably recommends that this long-time member of LTLS be removed from the list of LTLS member libraries.

The Board was unanimously in favor of Action Item No. 2007-10. Ms. Boze will contact the News-Gazette Library regarding possible Affiliate Agency status.

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti reported that the meeting with the Institute of Museum and Library Services was very positive for the State of Illinois. She announced that construction mini grants were awarded to Paris Carnegie Public Library and Martinsville Public Library District. The E-resources Fair will be held in Schaumburg on December 6, and applications for Synergy are now being accepted.

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UNFINISHED BUSINESS - none

NEW BUSINESS

•Action Item No. 2007-11 Personnel Policy - Employee Definitions

In the Lincoln Trail Libraries System Board approved budget for FY 2007, funds were allocated for substitute employees to improve delivery services. In order to clarify the definition of a substitute employee, the LTLS administration recommends that the following definition be approved for "Substitute Employee." This definition clarifies specific benefits for LTLS substitute personnel.

Substitute employee – Employee who is scheduled to substitute for a full or part-time employee, for no more than 400 hours in any twelve month period. Employee is paid on an hourly rate basis. A Substitute employee does not qualify for holiday, vacation, sick leave, health, dental, retirement or other benefits.

Ms. Barnes moved to approve Action Item No. 2007-11; Ms. Funderburg seconded the motion. The Board was unanimously in favor of the motion.

DISCUSSION/PLANNING – Ms. Ison

Ms. Ison reviewed features of the new LTLS Web site.

ANNOUNCEMENTS - none

ADJOURNMENT

Ms. Kreider moved to adjourn the meeting; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:40 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, December 18, 2006.

James Quisenberry, President

Laura Barnes, Secretary