

DRAFT

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

DATE: November 19, 2007

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

James P. Quisenberry, President .....Urbana  
Rosanne Reidner, Vice President .....Ogden  
Allen Lanham, Treasurer.....Charleston  
Laura Barnes, Secretary .....Champaign  
Virginia Erickson.....Urbana  
Janet Hasten .....Marshall  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul

**MEMBERS NOT PRESENT:**

Jennie Cisna.....Mattoon  
Scott Drone-Silvers.....Mattoon  
Rochelle Funderburg .....Champaign  
Anieta Trame .....Mattoon

**OTHERS PRESENT:**

Mumtaz Memon, Fulbright Scholar, UIUC .....Champaign  
  
LTLS Staff .....Champaign  
    Jan Ison, Executive Director  
    Pat Boze, Consultant  
    Michelle Ralston, Consultant  
    Donna Schaal, Consultant  
    Joe Sciacca, Consultant  
    Vanessa Whippo, Consultant  
    Karen Wilkinson, Communications Manager

**DRAFT**

**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**

November 19, 2007

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 9 members present, 4 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the October 15, 2007 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

495 Check Nos. 47999 through 48064

495.1 Check Nos. 34197 through 34250

495.2 Check Nos. 1075 through 1076

• Schedules of Activity

495.3 Illinois Funds-Money Market Fund

495.4 The Illinois Funds-Prime Fund

495.5 Main Street Bank and Trust Grant Account

495.6 Illinois Funds OCLC Account

494.7 Main Street Bank and Trust OCLC Checking

494.8 Illinois Funds OCLC Prime Investment

Investment Summary

Petty Cash as of October 31, 2007

• Income Statements/Balance Sheets: September 2007

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. Kreider moved to approve the Consent Agenda; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

**PUBLIC COMMENTS**

Mr. Sciacca introduced Mumtaz Memon, a librarian from Pakistan, who is a Fulbright Scholar at the University of Illinois.

**PRESIDENT'S REPORT** – none

**DRAFT**

**DIRECTOR’S REPORT** – Jan Ison

Ms. Ison highlighted items from the October Executive Director's and Consultants' reports: She attended System Presidents and Directors Meeting where statewide delivery changes, Interlibrary Loan Code Revision, and service to homeless children were discussed; Illinois Library Association Conference; OCLC Members Council where a new OCLC report was presented; and the CARLI annual meeting, which featured a presentation on gaming. System Directors also met and discussed funding; Systems have received only one check so far this fiscal year and the Governor still has not signed the implementation piece of the budget. Ms. Ison said that LTLS and other OCLC WorldCat Local pilot libraries will be featured in the OCLC annual report, and a photo for the report was taken at Champaign Central High School library. Regarding monthly statistics, Ms. Ison noted that Media Mall circulation is up almost 50%, interlibrary loan and LINCPac visits are up, and LTLS staff are entering more of their contacts in the database.

Pat Boze reported on the status of the statewide delivery change. Lanter, the company that has been awarded the contract, will visit LTLS November 28 and will do a dry run throughout the state on December 10. All items will have to be placed in a special bag or packaged. LTLS will train non-ILDS sites.

Pat Boze and Donna Schaal attended CODI Conference and reported that Horizon will be going into maintenance mode following one more major upgrade.

**ILLINOIS STATE LIBRARY REPORT** – Cyndy Colletti

Ms. Colletti reviewed the Illinois State Library Consultant's Report for November 2007. She urged libraries to complete the 2007 National Public Library Funding and Technology Access survey funded by a Gates Foundation grant to the American Library Association.

**COMMITTEE REPORTS** - none

**UNFINISHED BUSINESS**

Joe Sciacca presented the following timeline for replacement of the ceiling tile and lighting: RFP ready - November 23; deadline for receipt of proposals - December 7; completion of work - February 1, 2008.

**NEW BUSINESS**

- Action Item No. 2008-9 Expenditures over \$10,000

In accordance to the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditures are over the \$10,000 limit and will require two authorized signatures.

A.	Hilton Garden Inn	Meeting expenses for Symposium	\$ 21,415.50
B.	LTLS/OCLC	University of Illinois OCLC costs	\$127,019.55

Ms. Barnes moved to approve Action Item No. 2008-9; Ms. Hasten seconded the motion. A roll call vote was taken:

Yes – Barnes, Erickson, Hasten, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner; No – None

## **DRAFT**

- Action Item No. 2008-10 Resolution for ISBE Endorsing Proposed Rules

Lincoln Trail staff recommended that the LTLS Board of Directors approve a resolution to be sent to the Illinois State Board of Education (ISBE) commending and endorsing ISBE's inclusion of a requirement in the proposed new Rules that all students have access to library media programs staffed by certified library information specialists.

Mr. Lanham moved to approve Action Item No. 2008-10; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2008-11 Resolution for Member Libraries Regarding Proposed ISBE Rules

Lincoln Trail staff recommended that the LTLS Board of Directors approve a resolution to be sent to all LTLS members libraries strongly encouraging them to adopt resolutions or other appropriate statements in support of a requirement in the proposed new ISBE Rules that all students have access to library media programs staffed by certified library information specialists and to send such resolutions and statements to the ISBE as soon as possible.

Ms. Hasten moved to approve Action Item No. 2008-11; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion.

## **DISCUSSION/PLANNING**

Ms. Ison announced that the Technology Committee will be an ad hoc committee composed of board members and others from the System. The goal of the committee will be to complete a technology plan for Lincoln Trail Libraries System by the end of fiscal year 2008. The first meeting has been scheduled for Wednesday, December 5, 2007, from 4:30-8:00 p.m.

## **ANNOUNCEMENTS**

Ms. Barnes reported on the Health Science Librarians of Illinois (HSLI) Conference. She also announced that the Illinois Waste Management and Research Center library is now wireless. Champaign Public Library will be closed from December 10 until January 6 while moving to the new library. Allen Lanham was featured in the New Member Spotlight on WebJunction Illinois.

## **ADJOURNMENT**

Ms. Barnes moved to adjourn the meeting; Ms. Kreider seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:19 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, December 17, 2007.

---

James Quisenberry, President

---

Laura Barnes, Secretary

November 19, 2007

LTLS Board of Directors Meeting

Page 4