

DRAFT

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

**DATE:** November 17, 2008  
**TIME:** 7:00 P.M.  
**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

Rosanne Reidner, President .....Ogden  
Janet Hasten, Secretary .....Marshall  
James P. Quisenberry, Treasurer .....Urbana  
Janet Cler .....Tolono  
Scott Drone-Silvers .....Mattoon  
Virginia Erickson .....Champaign  
Lavonne Gillespie .....Ashkum  
Cynthia Helms .....Urbana  
Donna Miner .....Rantoul  
Susan Norris .....Urbana  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Allen Lanham, Vice President .....Charleston  
Rochelle Funderburg .....Champaign

**OTHERS PRESENT:**

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

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
November 17, 2008

Rosanne Reidner called the meeting to order at 7:00 p.m. Roll call was taken with 11 members present, 2 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the October 27, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks  
507 Check Nos. 48790 through 48850  
507.1 ACH Direct Deposit  
507.2 Check Nos. 1112 through 1113
  
- Schedules of Activity  
507.3 Illinois Funds-Money Market Fund  
507.4 The Illinois Funds-Prime Fund  
507.5 Main Street Bank and Trust Grant Account  
507.6 Illinois Funds OCLC Account  
507.7 Main Street Bank and Trust OCLC Checking  
507.8 Illinois Funds OCLC Prime Investment  
Investment Summary as of October 31, 2008  
Petty Cash as of October 31, 2008
  
- Income Statements/Balance Sheets: October 2008  
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

Mr. Drone-Silvers moved to approve the Consent Agenda; Ms. Erickson seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Erickson, Gillespie, Hasten, Helms, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**PUBLIC COMMENTS** - none

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**PRESIDENT'S REPORT** - Rosanne Reidner

Ms. Reidner welcomed Ms. Susan Norris to the Lincoln Trail Libraries System Board of Directors; Ms. Norris is a special library interest representative to the Board. Ms. Reidner reported on the System Presidents and Directors meeting in Springfield. The budget difficulties facing the state took precedence at the meeting. Anne Craig, Director of the Illinois State Library, encouraged system presidents and directors to consider all options when looking at budgeting and financial issues. Ms. Craig met with the DuPage Library System regarding the issue of the Director vacancy. Ms. Ison suggested that it would be more useful to have a web conference with all system boards at the same time rather than individually in order for everyone to learn the same information. Ms. Reidner also commended Jan Ison on her presentation at the meeting. The presentation included statistics about the success of systems in FY 2008. The statistics kept the meeting focused on the positive effect Library Systems have on the community. Some of the information supported by the statistics included the hundreds of millions in savings Library Systems provide the state through reciprocal borrowing and inter-library loan.

**DIRECTOR'S REPORT** - Jan Ison

Ms. Ison asked all present to introduce themselves to Ms. Norris. Ms. Ison also reported on the System Presidents and Directors meeting in Springfield. New Grants from the Bill and Melinda Gates Foundation were a topic of discussion at the meeting. All public libraries will be asked to fill out a survey as part of the grant process. Library Systems are being asked to assist member libraries in filling out these surveys accurately. Ms. Ison attended the Mattoon Middle School Media Center's open house in celebration of their recent renovations.

**COMMITTEE REPORTS** - none

**ILLINOIS STATE LIBRARY REPORT** - Karen Egan

Ms. Egan submitted a written report for October of 2008.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS**

- Action Item No. 2009-14 Authorization of Single Signature for checks to Health Alliance

Due to increased costs, the monthly health insurance costs are over \$10,000.00. The Finance and Investment Policy limit for the Executive Director to sign checks is \$10,000.00. The staff recommends that the Lincoln Trail Libraries System Board of Directors approve the health insurance contract for FY2009 at an annual cost of \$129,048 and authorize the LTLS Executive Director to sign the monthly checks for health insurance.

Ms. Trame moved to approve Action Item No. 2009-14; Mr. Drone-Silvers seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2009-15 Budget Revision and Fund Designations

The budget amendment proposed by the LTLS staff adds the FY2008 encumbrances to the General

Fund expenses. The staff recommends approval of the following FY2009 budget expense and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$867,155	\$267,562	\$825,219
Cooperative Service Fund	\$140,697	\$135,000	\$ 83,778
Automation Fund	\$439,266	\$121,153	\$440,527
Capital Maintenance Fund		\$185,901	
Automation Equity Fund		\$362,449	
ILLINET/OCLC			\$12,111,325
Special Revenue Funds	\$342,276		\$342,276
TOTAL	\$1,789,394	\$1,072,065	\$13,803,125

Mr. Drone-Silvers moved to approve Action Item No. 2009-15; Ms. Helms seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2009-16 FY 2008 Audit

The LTLS Staff has reviewed the FY2008 Audit. The staff recommends the Board of Directors accept the audit for the year ending June 30, 2008.

**Background:**

The Budget and Finance Committee reviewed the preliminary FY2008 Audit at its October 22, 2008 meeting and recommended that the Board of Directors authorize LTLS administration to forward the completed audit for the year ending June 30, 2008 to the Illinois State Library. Per Action Item 2009-13, adopted at the October 22, 2008 Board of Directors meeting, the completed audit has been received and was forwarded to the Illinois State Library on November 12, 2009.

Ms. Trame moved to approve Action Item No. 2009-16; Ms. Hasten seconded the motion. The Board was unanimously in favor of the motion.

**DISCUSSION/PLANNING**

Ms Ison presented the power point presentation regarding success of library system services in FY 2008. The board was positive about the information and asked clarification questions. The board discussed ways to illustrate to the state officials that the state money contributes to systems leverages in even more money and resource sharing. One way to illustrate this would be to document the time spent on ISL projects that staff work on. Another method is to clearly illustrate the contribution of libraries.

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**ANNOUNCEMENTS**

Ms. Reidner and Ms. Miner shared the events their libraries had planned for Family Reading Night. Ms. Hasten announced that the Marshall Public Library and Vigo County Indiana are planning a joint Big Read event in March of 2009.

**ADJOURNMENT**

Mr. Quisenberry moved to adjourn the meeting; Ms. Erickson 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, December 15, 2008.

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Rosanne Reidner, President

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Janet Hasten, Secretary