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

DATE: January 24, 2005
TIME: 7:00 P.M.
PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Nina Pals, President Altamont
James P. Quisenberry, Vice President Urbana
Carolyn Adkins, Treasurer Charleston
Laura Barnes Champaign
Rochelle Funderburg Champaign
Paula Kaufman Urbana
Allen Lanham Charleston
Donna Miner Rantoul
Susan McKinney St. Joseph

MEMBERS NOT PRESENT:

Garold Eaglin, Secretary Marshall
Sharron Kreider Ashkum

OTHERS PRESENT:

Vandella Brown, Illinois State Library Springfield
LTLS Staff Champaign
Jan Ison, Executive Director
Kim Fraser, Business Manager
Pat Boze, Consultant
Maria Nowak, Consultant
Donna Schaal, Consultant
Joe Sciacca, Consultant
Amy Weber, Consultant
Vanessa Whippo, Consultant
Karen Wilkinson, Communications Manager

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January 24, 2005

President Nina Pals called the meeting to order at 7:05 p.m. Roll call was taken with nine members present, two absent. Richard Lutz is no longer on the Board due to health reasons, and Emily Turner Condill resigned after her husband, Kit Condill, was hired by LTLS as Diversity Consultant.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the November 15, 2004 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

460 Check Nos. 45517 through 45569

460.1 Check Nos. 31440 through 31494

- Schedules of Activity

460.2 Illinois Funds–Money Market Fund

460.3 The Illinois Funds–Prime Fund

460.4 Bank Illinois Grant Account

460.5 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of December 2, 2004

- Schedules of Checks

461 Check Nos. 45570 through 45635

461.1 Check Nos. 31495 through 31549

- Schedules of Activity

461.2 Illinois Funds–Money Market Fund

461.3 The Illinois Funds–Prime Fund

461.4 Bank Illinois Grant Account

461.5 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of January 14, 2005

- October, November, and December Financial Statements

Following clarification of some expenses and the name change of Bank Illinois to Main Street Bank and Trust, Mr. Quisenberry moved to approve the Consent Agenda; Ms. Kaufman seconded the motion. A roll call vote was taken:

Yes – Adkins, Barnes, Funderburg, Kaufman, Lanham, McKinney, Miner, Quisenberry, Pals

No – None

Ms. Ison presented the following action items:

- Action Item No. 2005–10 Fund Transfer

The Lincoln Trail Libraries System staff recommends that the Board authorize a fund transfer of \$12,524.00 from the Automation Equity Fund to the Automation Fund (A300). This transfer pays

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Dynix for the RPA hardware and software delivery (\$8,012.00) and the Web Reporter Hardware and Software delivery (\$4,512.00) to LTLS.

•Action Item No. 2005-13 Fund Transfer

The Lincoln Trail Libraries System staff recommends that the Board authorize a fund transfer of \$6,000.00 from the Automation Equity Fund to the Automation Fund (A300). This transfer pays iLinc Communications the Automation Fund portion of the iLinc Suite Licenses. Consultant Donna Schaal explained the iLinc product for web conferencing.

Mr. Lanham moved to approve Action Item No. 2005-10 and Action Item No. 2005-13; Ms. McKinney seconded the motion. A roll call vote was taken:

Yes - Adkins, Barnes, Funderburg, Kaufman, Lanham, McKinney, Miner, Quisenberry, Pals
No - None

PRESIDENT'S REPORT - none

DIRECTOR'S REPORT - Jan Ison

Ms. Ison asked Ms. Schaal to review the diversity workshops being offered as part of LTLS' grant project. Mr. Sciacca reviewed House Bills 158 and 263 that would modify tax caps; the Illinois Library Association is requesting support of the legislation. Mr. Lanham discussed an incident that took place in the Naperville Public Library and the subsequent challenge of the Library Records Confidentiality Act. This is described in an article in the February 2005 issue of *ILA Reporter*, "Confidentiality-a Case Study in Progress." Ms. Ison reviewed the Executive Director's and Consultants' reports highlighting CODI Conference; new LINC committees; the News-Gazette article covering My Librarian, the new LINC Pac, WebFeat, and LINCSearch Bookmarklet; and the LTLS staff contribution to the Tsunami relief effort.

COMMITTEE REPORTS

Membership Committee

Ms. Barnes presented the following action items:

•Action Item No. 2005-11 Membership Review - Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2004 Annual Profile Summaries and membership eligibility during its meeting on January 10, 2005. Fourteen libraries were determined eligible for continued membership, based on their FY2004 Annual Profile Summaries.

•Action Item No. 2005-12 Membership Review - Eligibility with Concerns

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2004 Annual Profile Summaries and membership eligibility during its meeting on January 10, 2005. Referring to eligibility criteria as outlined in the System Membership Policy, the Committee determined that 15 libraries are eligible for continued membership but will be asked to work with System consulting staff in the coming months to address specific steps for developing a plan for meeting membership status eligibility not yet met. Areas of specific concern center around not meeting the membership criteria categories of a) fiscal resources, b) staffing, c) bibliographic access, d) facilities/equipment, and e) hours of service/access.

The Board was unanimously in favor of Action Item No. 2005-11 and Action Item No. 2005-12.

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Ms. Barnes presented the following action item:

- Action Item No. 2005-14 Membership Policy Revision – Distribution of Draft for Member Library Comments

The Membership Committee recommends that the draft revisions to the LTLS Membership Policy be sent to the membership for written comments. Comments will be due back by February 21, 2005.

The Board was unanimously in favor of Action Item No. 2005-14 after changing the word “sent” to “distribute.”

ILLINOIS STATE LIBRARY REPORT – Vandella Brown

Ms. Brown made the following announcements: Mike Ragen has been appointed Interim Director of the Illinois State Library; the FY2006 System Area and Per Capita Grant applications will again include a presentation at the Illinois State Library to take place during the weeks of July 11 and July 18, 2005; the Illinois Authors Book Fair, Celebrating Our Diverse Literary Heritage, will be held on March 5, 2005; Synergy participants have been selected and are being notified.

UNFINISHED BUSINESS – none

NEW BUSINESS – none

DISCUSSION/PLANNING

Discussion was held on statistical reports that would be helpful to the Board. Some suggestions were: monthly comparisons to see seasonal fluctuations and peaks and valleys; five-year trends, perhaps done quarterly, particularly in the areas of circulation, interlibrary loan, and newer services.

ANNOUNCEMENTS

Ms. Kaufman invited the Board to visit the high-density storage library at the University of Illinois. Ms. McKinney said that the St. Joseph Township Library is offering a knitting class. Consultant Pat Boze announced that the High School of Saint Thomas Moore is coming online January 31, 2005. Mr. Lanham stated that the Eastern Illinois University Booth Library is sponsoring “One Book, One University,” a campus-wide reading project. He said that Illinois Library Advocacy Day will be April 13, 2005 and the goal is to have 400 librarians participate; National Library Legislative Day in Washington, D. C. will be May 3-4, 2005. Consultant Amy Weber stated that Keith Curry Lance, who has conducted research on school libraries in ten states, recently completed a similar study in Illinois (sponsored by ISLMA). Results of the study will be released sometime in the spring of 2005.

ADJOURNMENT

Ms. McKinney moved to adjourn the meeting; Ms. Kaufman seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:20 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, February 28, 2005.

Nina Pals, President

Garold Eaglin, Secretary