

DRAFT

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

DATE: December 18, 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
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Sharron KreiderAshkum
Donna MinerRantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Garold Eaglin.....Marshall
Paula Kaufman.....Urbana
Kathy Wickline.....Champaign

OTHERS PRESENT:

Marsha Grove, Champaign Public LibraryChampaign
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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December 18, 2006

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 10 members present, 3 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the November 20, 2006 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

484 Check Nos. 47332 through 47388

484.1 Check Nos. 33496 through 33557

484.2 Check Nos. 1034 through 1040

- Schedules of Activity

484.3 Illinois Funds-Money Market Fund

484.4 The Illinois Funds-Prime Fund

484.5 Main Street Bank and Trust Grant Account

484.6 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of November 30, 2006

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

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

No – None

PRESIDENT'S REPORT – none

DIRECTOR'S REPORT – Jan Ison

Ms. Ison announced that a link to a new newsletter, *Trustee Connections*, was emailed to public library trustees. She said she received positive responses from Board members regarding holding Board committee meetings on the same day as Board meetings. She reviewed the Executive Director's, Consultants', and Statistical reports for November, highlighting the IMLS visit, Shawnee Library System planning meeting, and Cataloging users meeting. She noted that the number of items delivered in November was down from last year and that staff will watch that statistic. Ms. Ison said that statewide projects being developed by Systems include helping libraries get web sites, developing a statewide catalog, and Networked World, a research project to analyze technology projects in Illinois.

Ms. Ison gave the Board a memo giving an update on the status of the LINC local holds test and advising them of staff recommendations being implemented: 1) LINC Policy Council sent an email to each LINC library director urging libraries to participate in the test. 2) A LINC strategic plan will be

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developed. Mr. Quisenberry agreed to chair the committee, and Mrs. Ison said she would ask for volunteers to serve on the committee. 3) LTLS will schedule meetings specifically for library trustees about the Horizon software and LINC. 4) Ms. Ison will write letters to Champaign Public Library and The Urbana Free Library asking them to participate in the local holds test.

Marsha Grove, Director of the Champaign Public Library, expressed some of the objections her library perceives to the second local holds test: too much time would be lost in the delivery process, patrons from surrounding areas would not be allowed to pick up new materials at Champaign and it was unknown if the test would continue, and it is time consuming to explain changes to staff and patrons when starting and stopping tests. She said the library hopes the software can be made to work for both small and large libraries.

COMMITTEE REPORTS - none

ILLINOIS STATE LIBRARY REPORT - none

UNFINISHED BUSINESS - none

NEW BUSINESS

- Action Item No. 2007-12 Intergovernmental Agreement-Group Insurance Pool

Lincoln Trail Libraries System currently pays for unemployment insurance coverage directly to the Illinois Director of Employment Security (IDES). LTLS reports wages and pays premiums due on a quarterly basis. Rates for employers that pay directly are determined based on the employer's history and are adjusted annually. The rate for LTLS for 2006 is 2.7% of all wages on the first \$11,000 per employee. LTLS has received notice that our rate for 2007 will be 1%.

A joint insurance program managed by Metropolitan Library System on behalf of Illinois libraries is available to meet the unemployment insurance obligations of Illinois libraries. The program, Unemployment Compensation Group Account (UCGA), is part of the Library Insurance Management and Risk Control Combination (LIMRiCC) joint insurance program.

Participating libraries submit their unemployment insurance payments directly to LIMRiCC rather than to the Illinois Director of Employment Security (IDES). The LIMRiCC rate is computed yearly based on the three year history of claims and taxable payroll for each participating library with a maximum rate of 5%. Currently 102 Illinois libraries participate in the UCGA insurance pool. The current rate for new participants for the first 3 years of participation is .57%. The current ongoing member rate for participants in the program for 3 years or more is .37%.

It is recommended that Lincoln Trail Libraries System Board of Directors authorize the participation of LTLS in the Library Insurance Management and Risk Control Combination (LIMRiCC) Unemployment Compensation Group Account (UCGA), effective the first quarter of calendar year 2007.

Ms. Barnes moved to approve Action Item No. 2007-12; Ms. Kreider seconded the motion. A roll call vote was taken:

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

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No – None

ANNOUNCEMENTS

Paris Public Library received a \$10,000 donation from the Verizon Foundation to help cover costs to automate the library. The library is joining LINC.

ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Mr. Lanham seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:05 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, February 19, 2007.

James Quisenberry, President

Laura Barnes, Secretary