

DRAFT

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

DATE: December 17, 2007

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
Scott Drone-Silvers.....Mattoon
Rochelle FunderburgChampaign
Cynthia HelmsUrbana
Sharron KreiderAshkum
Donna MinerRantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Virginia Erickson.....Urbana
Janet HastenMarshall

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Michelle Ralston, Consultant
Ramona Rollins, Business Office Manager
Vanessa Whippo, Consultant

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
December 17, 2007

President James Quisenberry 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 November 19, 2007 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

496 Check Nos. 48067 through 48118

496.1 Check Nos. 34251 through 34306

496.2 Check Nos. 1077 through 1078

- Schedules of Activity

496.3 Illinois Funds-Money Market Fund

496.4 The Illinois Funds-Prime Fund

496.5 Main Street Bank and Trust Grant Account

496.6 Illinois Funds OCLC Account

496.7 Main Street Bank and Trust OCLC Checking

496.8 Illinois Funds OCLC Prime Investment

Investment Summary

- Income Statements/Balance Sheets: October 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

- Income Statements/Balance Sheets: November 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

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Ms. Kreider moved to approve the Consent Agenda; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Drone-Silvers, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

PUBLIC COMMENTS - none

PRESIDENT'S REPORT

Mr. Quisenberry stated that the Technology Committee's planning process got under way. The Committee should have something to present to the full board in May or June.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison reported that the flight for her ALA/Office of Information Policy meeting was cancelled, but she was able to participate via teleconference. The topic was telecommunications for libraries in a consortium environment. The presenter stated that the United States is behind the rest of the world in policy on bandwidth. The question was raised about what ALA policy should be on bandwidth. Ms. Ison stated that some consortia still operate a WAN and deployment of fiber optic cable should be promoted.

LTLS received a check from the Joint Self Insurance Pool totaling \$7,165.81. The intergovernmental agreement provides for potential distribution of funds at the end of every five-year period. LTLS has been a member for twenty years.

Ms. Ison said that some of the LTLS staff has toured the new Champaign Library; the grand opening will be January 6, 2008. Staff also met with North Suburban Library System concerning internal databases; NSLS is writing the new software for the statewide database model. Joe Sciacca and Bob Towner met with Russ Dankert about the lighting/ceiling tile bid process.

Ms. Ison noted that the statistical summary now shows delivery items picked up as well as items delivered.

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti reviewed the Illinois State Library Consultant's Report for December 2007. She reported that the new statewide delivery service would begin on January 2, 2008. Illinois Library Day is set for April 10, 2008. Illinois Emerging Writers Award winners were announced and will be published. The "Behind Barbed Wire: Midwest POW's in Nazi Germany" display will arrive at the Illinois State Library on March 28, 2008.

COMMITTEE REPORTS - none

UNFINISHED BUSINESS

- Action Item No. 2008-12 Ceiling Lighting and Tiles

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Following the July 2007 Board meeting LTLS staff contacted and worked with Russ Dankert & Associates, Architects/Planners of Champaign, to review the needs of the ceiling lighting and ceiling tile for the LTLS headquarters building. A bid proposal was issued to vendors on December 3, 2007 and bids were due at LTLS on December 11, 2007. LTLS received responses from 12 vendors ranging from a high bid of \$98,800 to a low bid of \$59,430. (Bid Tabulation attached) Russ Dankert reviewed (review attached) the bid proposals along with Bob Towner, LTLS Operations Manager. After the review it is recommended that LTLS accept the bid from Earl Olson Construction, subject to their obtaining insurance as included in the bid documents. It is further recommended that an additional \$5,000 contingency be authorized to make any needed repairs to the building and roof once the work begins.

Bob Towner gave an overview of the bid and the bid awarding process.

A motion was made by Scott Drone-Silvers to accept Action Item No. 2008-12 with the following amendments:

- a. An additional 10% contingency to be authorized for needed repairs.
- b. The bidder must pass a background check.
- c. In the event the lowest bidder cannot meet bid requirements, the Executive Committee can award the contract to the next lowest bidder.

The motion was seconded by Rochelle Funderburg. A roll call vote was taken:

Yes – Barnes, Cisna, Drone-Silvers, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

NEW BUSINESS - none

DISCUSSION/PLANNING - none

ANNOUNCEMENTS

Ms. Cisna announced that she is engaged to be married and may leave the area.

ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Ms. Funderburg seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:00 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, February 18, 2008.

James Quisenberry, President

Laura Barnes, Secretary