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

DATE: December 15, 2008
TIME: 7:00 P.M.
PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Rosanne Reidner, PresidentOgden
Allen Lanham, Vice President.....Charleston
James P. Quisenberry, TreasurerUrbana
Janet Cler.....Tolono
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Champaign
Lavonne GillespieAshkum
Cynthia HelmsUrbana
Donna Miner.....Rantoul
Susan NorrisUrbana
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Janet Hasten, SecretaryChampaign
Rochelle FunderburgChampaign

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Michelle Ralston, Consultant
Donna Schaal, Consultant
Joe Sciacca, 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 November 17, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
508 Check Nos. 48851 through 48909
508.1 ACH Direct Deposit
508.2 Check Nos. 1114 through 1115

- Schedules of Activity
508.3 Illinois Funds-Money Market Fund
508.4 The Illinois Funds-Prime Fund
508.5 Main Street Bank and Trust Grant Account
508.6 Illinois Funds OCLC Account
508.7 Main Street Bank and Trust OCLC Checking
508.8 Illinois Funds OCLC Prime Investment
Investment Summary as of November 30, 2008
Petty Cash as of November 30, 2008

- Income Statements/Balance Sheets: November 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. Trame seconded the motion. A roll call vote was taken:

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

No – None

PUBLIC COMMENTS - none

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PRESIDENT'S REPORT - Rosanne Reidner

DIRECTOR'S REPORT – Jan Ison

Ms. Ison reported on her visit to a busy branch office library in Tokyo. Japan's librarians are interested in teen activities but do not encourage teen activities at the library itself because of space considerations. Shelving units at Japan's libraries are earthquake proof to prevent books and other materials from frequent tumbles. As Vice President of OCLC Member Council Ms. Ison introduced scenario planning during a recent retreat. This kind of exercise would be helpful with understanding how to adapt a strategic plan to a changing environment. ALA will be meeting in Chicago this year and Lincoln Trail will be coordinating a bus trip from the LTLS Headquarters. LTLS has been asked to help evaluate the Ohio State Library's transition to open source resource sharing. LTLS along with PALS and the Illinois State Library Director will assist with the evaluation.

COMMITTEE REPORTS -

Membership Committee

Several Public Libraries are dropping below required tax levels. Both Mattoon and Charleston Libraries are trying to move to becoming District Libraries.

- Action Item No. 2009-20 Membership Review-Continued Eligibility

- The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2008 Annual Profile Summaries and membership eligibility during its meeting on December 15, 2008. The following libraries were determined eligible for continuing membership with no concerns, based on their FY2008 Annual Profile Summaries.

Allerton Public Library
Arcola Community Unit School District #306
Arcola Public Library District
Arthur Community Unit School District #305
Arthur Public Library District
Bement Community Unit School District #5
Bement Public Library District
Bishop O'Rourke Library
Bismarck-Henning Community Unit School District #1
Blue Ridge Township Public Library
Casey Township Library
Casey-Westfield Community Unit School District C-4
Catlin Public Library District
Central Citizens' Library District
Central Community Unit School District #4
Champaign Public Library
Champaign-Ford Regional Office of Education
Chrisman Public Library
Cissna Park Community Library District
Cissna Park Community Unit School District #6
Clifton Public Library

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Donovan Community Unit School District #3
Eastern Illinois University-Booth Library
GCMS Community Unit School District #5
Georgetown Public Library
Giertz Education Center
Gilman-Danforth District Library
Hoopeston Public Library District
Illinois Fire Service Institute
Kansas Community Memorial Library
Lake Land College Library
Lakeview College of Nursing Library
Mahomet Public Library District
Mahomet-Seymour Community Unit School District #3
Marshall Area Public Library District
Marshall Community Unit School District #C-2
Marshall Public Library
Martinsville Public Library District
Martinsville Unit School District #C-3
Mattoon Community Unit School District #2
Mattoon Public Library
Melvin Public Library
Milford District Library
Monticello Community Unit School District #25
Moyer District Library
Newman Regional Library District
Oakland Community Unit School District #5
Ogden Rose Public Library
Onarga Community Public Library District
Paris Carnegie Public Library
Philo Public Library District
Piper City Public Library District
Provena Covenant Medical Center Library
Rantoul Public Library
Sarah Bush Lincoln Health System Medical Library
Sidell District Library
Sidney Community Library
St. Joseph Com. Consolidated School District #169
St. Joseph Township Swearingen Memorial Library
St. Joseph-Ogden High School Library
The Urbana Free Library
Tuscola Public Library
Tuscola School District #301
U.S. Army ERDC - Library
Urbana School District #116
Vance Township Library
West Union District Library
Westville Public Library District
Willow Branch Township Library

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This action item was amended to remove Tolono Schools and Danville Illiana V.A. pending budget reviews.

Mr. Quisenberry moved to approve Action Item No. 2009-20 as amended; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2009-21 Membership Review-Continued Eligibility - with Concerns

Withdrawn

Technology Committee

The technology committee has determined the greatest challenge of the new technology plan will be to create a plan that meets the needs of libraries with high interest in technology without intimidating the libraries with a lower interest level.

ILLINOIS STATE LIBRARY REPORT – Karen Egan

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

UNFINISHED BUSINESS - none

NEW BUSINESS

- Action Item No. 2009-17 Expenditures Over \$10,000.00

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. EBSCO Info Services 50% payment of NovelList and NovelList Plus \$71,962.50

Ms. Erickson moved to approve Action Item No. 2009-17; Mr. Lanham seconded the motion. . A roll call vote was taken:

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

No – None

- Action Item No. 2009-18 Resolution Authorizing Financial Account Deposits, Withdrawals, Transfers

- Resolved that effective December 15, 2008 the following persons are authorized to sign checks and transact other business for the following accounts at the mentioned financial institutions:

Busey Bank, Account 0-11-8085-0 (Prime Investment): One signature required

Rosanne Reidner, President, Board of Directors

Allen Lanham, Vice President, Board of Directors

James P. Quisenberry, Treasurer, Board of Directors

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Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-11-8086-8 (Board checking): One signature required

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-11-8087-6 (Payroll): One signature required

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-11-8439-9 (Grant): One signature required

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-04-2018-8 (E-Resources): One signature required

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian
Account 0-071-3910-1187: (Illinois Funds Money Market - no checks used)

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian
Account 0-043-4866-2344): (Illinois Funds Prime Investment Fund - no checks used)

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-121-487-3 (OCLC Prime Invest): One signature required

Rosanne Reidner, President, Board of Directors

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Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-121-488-1 (OCLC checking): One signature required

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian
Account 1-516-0000-5681): (Illinois Funds OCLC Money Market - no checks used)

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian
Account 2-516-0000-3916): (Illinois Funds OCLC Prime Investment Fund - no checks used)

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

•Resolved, that the following persons are authorized to sign withdrawals and deposits for the purpose of investing funds, within guidelines of the laws of the State of Illinois, at any of the following financial institutions, and as reported to the Board of Directors on a monthly basis:

Rosanne Reidner, President, Board of Directors
Allen Lanham, Vice President, Board of Directors
James P. Quisenberry, Treasurer, Board of Directors
Jan Beck Ison, Deputy Treasurer

Bank of America
BankChampaign
Bank of Rantoul
Bank One Corporation
Busey Bank
Central Illinois Bank
Centrue Bank
Farmer City State Bank
First Bank of Savoy
First Bank of Rantoul
First Federal Savings Bank of
Champaign-Urbana
First Mid-Illinois Bank and Trust

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First Midwestern Bank
First National Bank, Mahomet
First of America Bank-Trust
First State Bank, Monticello
Heartland Bank and Trust Company
Hickory Point Bank & Trust
LaSalle Bank
National City Bank
Regions Bank
St. Joseph First
State Farm Bank
Strategic Capital Bank
Union Planters Bank NA
U.S. Bank, Springfield

•Resolved, that the following persons are authorized to make transfers between the mentioned accounts for the purpose of maintaining balances sufficient to cover current System transactions:

Jan Beck Ison, Deputy Treasurer

Busey Bank: Accounts 0-11-8085-0; 0-11-8086-8; 0-11-8087-6; 0-118-439-9; 0-121-487-3; 0-121-488-1. U. S. Bank, Springfield: The Illinois Funds Money Market, 0-071-3910-1187 and 1-516-0000-5681, and The Illinois Funds Prime Investment Fund Account 0-043-4866-2344 and The Illinois Fund OCLC Prime Investment Fund 2-516-0000-3916

Further, it is certified that this Resolution is within the powers of the Board of Directors, and that this resolution was passed at its meeting on December 15, 2008 at which time a quorum was present and voting.

Rosanne Reidner, President

James P. Quisenberry, Treasurer

Mr. Drone-Silvers moved to approve Action Item No. 2009-18; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion.

•Action Item No. 2009-19 IMRF Rate Increase

Withdrawn

DISCUSSION/PLANNING

A page long monthly email in PDF format was discussed for future distribution among Trustees. Information included would be on the topics of budgets, word definitions, privacy standards, legal issues

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regarding policy, reminders about training, and checklists. These PDF emails would be organized in a way that would produce a manual by years end.

ANNOUNCEMENTS

Ms. Helms announced that the book "Kite Runner" is back on the reading list at Centennial High School Library.

ADJOURNMENT

Mr. Lanham moved to adjourn the meeting; Ms. Miner seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:50 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, December 15, 2008.

Rosanne Reidner, President

Janet Hasten, Secretary