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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, President .....Ogden  
Allen Lanham, Vice President.....Charleston  
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:**

Janet Hasten, Secretary .....Marshall  
Rochelle Funderburg .....Champaign

**OTHERS PRESENT:**

LTLS Staff .....Champaign  
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.

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Rosanne Reidner, President

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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.

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Rosanne Reidner, President

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Janet Hasten, Secretary