

DRAFT

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

DATE: June 21, 2004

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Carolyn Adkins, PresidentCharleston
Nina Pals, Vice President.....Altamont
Garold Eaglin, Secretary.....Marshall
Jim Eldridge, Treasurer.....Rantoul
Laura Barnes.....Champaign
Emily Turner Condill.....Homer
Russ Dankert.....Champaign
Paula Kaufman.....Urbana
Sharron Kreider.....Ashkum
Susan McKinneySt. Joseph
James P. Quisenberry.....Urbana

MEMBERS NOT PRESENT:

Cheryl Kurtenbach.....Melvin
Richard Lutz.....Mansfield

OTHERS PRESENT:

Mike Ragen, Illinois State Library.....Springfield
LTLS Staff.....Champaign
Jan Ison, Executive Director
Pat Boze, Consultant
Kim Fraser, Business Manager
Joe Sciacca, Consultant
Merdy Smith, Consultant
Amy Weber, Consultant
Karen Wilkinson, Communications Manager

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June 21, 2004

President Carolyn Adkins called the meeting to order at 7:05 p.m. Roll call was taken with eleven members present, two absent. Mr. Eaglin made a motion to add Executive Committee Report to the agenda under Committee Reports. Ms. Pals seconded the motion. The Board was unanimously in favor of the motion.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the May 17, 2004 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

454 Check Nos. 45131 through 45205

454.1 Check No. 31088 through 31142

• Schedules of Activity

454.2 Illinois Funds-Money Market Fund

454.3 The Illinois Funds-Prime Fund

454.4 BankIllinois Grant Account

Investment Summary

Petty Cash Report

• May Financial Statements

General and Internal Service Funds Balance Sheet

General and Internal Service Funds Income Statement

General Fund Balance Sheet

General Fund Income Statement

Automation Fund Balance Sheet

Automation Fund Income Statement

Cooperative Service Fund Balance Sheet

Cooperative Service Fund Income Statement

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

Yes - Barnes, Condill, Dankert, Eaglin, Eldridge, Kaufman, Kreider, Pals, McKinney, Quisenberry, Adkins.

No - None.

PRESIDENT'S REPORT - Carolyn Adkins

Ms. Adkins said that she will participate in a meeting regarding the LSTA grief support grant in July.

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DIRECTOR'S REPORT - Jan Ison

Ms. Ison said that her monthly report for May covered library visits, the budget, system directors' meeting, workshop on business ventures, and OCLC Members Council meeting. She announced that the upgrade to the Horizon (7.3.2) and LINCpac (3.0) software has been scheduled for July 15, 2004. Prior to that time, local libraries will have to upgrade the Horizon client software on each of their library staff workstations and the workstations must have Windows 2000 or better. Ms. Kaufman expressed concern about the short timeline for libraries to comply. Ms. Boze said that the upgrade will correct some outstanding issues and add new functionality, such as editing the text of notices, batch deleting groups of items, and ADA compliance of LINCpac through use of an alternate profile. She said that all LINC registered users were notified on June 18 that the custom programming for preoverdue notices was finished and instructions were given for installing this program.

Ms. Ison reported that an accounting clerk has been hired to help with billing and vendor payments of ILLINET/OCLC, and interviews are being conducted to fill a vacancy in automation support. She said that the web site was launched for My Librarian, a virtual reference service provided through the cooperative work of East Central Illinois librarians (<http://www.mylibrarian.info>). She said that LTLS staff have been writing six online courses for LibraryU and have been working with some area libraries on a book fair to be held the last Saturday of August.

• COMMITTEE REPORTS

Executive Committee

Mr. Eldridge made a motion to have the Board go into executive session for the purpose of discussing personnel. Mr. Eaglin seconded the motion. The Board was unanimously in favor of the motion. The Board conducted an executive session from 7:55 p.m. until 8:25 p.m.

Mr. Edlridge then presented the following action item:

- Action Item No. 2004-43 Executive Director Evaluation and FY2005 Priorities

On June 21, 2004, members of the Executive Committee of the Board of Directors met to conduct the formal evaluation of the Executive Director, Jan Ison. During the meeting, Ison reviewed and answered questions about accomplishments regarding the Board approved priorities, the LTLS budget, and Ison's proposed priorities for FY 2005. These were reviewed and discussed by the Committee. The priorities are based on overall LTLS strategic goals and the annual Work Plan.

The Executive Committee met without Ison to evaluate and further review the documents. The Executive Committee commends Ison for the leadership she has provided for Lincoln Trail Libraries System; the increased partnerships with local, state, and national agencies and organizations; the work to increase visibility for LTLS locally and through the Web; and the implementation of the strategic plan and annual work plan. Through Ison's guidance, Lincoln Trail Libraries System provides positive direction to its membership and continues to be one of the leading Illinois library systems. The Committee recommends that Ison continue as the Executive Director and be given an annual compensation increase of 4% of midpoint. Further, the committee recommends that the FY 2005 priorities be approved by the Board of Directors.

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A roll call vote was taken:

Yes – Barnes, Condill, Dankert, Eaglin, Eldridge, Kaufman, Kreider, Pals, McKinney, Quisenberry, Adkins.
No - None.

Ms. Kaufman suggested that the Board come back to the FY2005 priorities at the next meeting.

Nominating Committee

Mr. Eldridge announced the Board of Directors election results as follows:

Allen Lanham, Trustee, Charleston Carnegie Public Library, Public Library Trustee Director, 3-year term
Garold Eaglin, Trustee, Marshall Public Library, Public Library Trustee Director, 3-year term
Donna Miner, Rantoul Public Library, Public Library Trustee Director, 3-year term
James Quisenberry, Trustee, The Urbana Free Library, Public Library Trustee Director, 3-year term
Paula Kaufman, University of Illinois Library, Academic Library Interest Director, 3-year term
Emily Turner Condill, Urbana School District #116, School Library Interest Director, 3-year term
Nina Pals, Sarah Bush Lincoln Health Center, Special Library Interest Director, 2-year term

Mr. Eldridge presented the following action item:

- Action Item 2004-37 FY2005 Officers of the Board of Directors

The Lincoln Trail Libraries System Nominating Committee submits the following nominees for FY2005 officers of the Lincoln Trail Libraries System Board of Directors: President-Nina Pals; Vice President-James P. Quisenberry; Secretary-Garold Eaglin; Treasurer-Carolyn Adkins.

The Board was unanimously in favor of the slate of officers presented by the Nominating Committee.

ILLINOIS STATE LIBRARY REPORT – Mike Ragen

Mr. Ragen reported that the Illinois State Library has no information regarding the state budget. He said that systems will give presentations on their per capita grant applications on July 12, 15, and 16, 2004. LTLS' presentation is scheduled for 2:30-4:30 p.m. on July 16. He said that LSTA grant proposals are due on July 30, 2004.

UNFINISHED BUSINESS – none

NEW BUSINESS

Ms. Ison presented the following staff recommendations:

- Action Item 2004-38 Resolution Authorizing Financial Account Deposits, Withdrawals, Transfers

Sharron Kreider moved to accept a staff recommendation authorizing individuals to sign checks and transact other business for the accounts at the mentioned financial institutions. Mr. Dankert seconded the motion. A roll call vote was taken:

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Yes – Barnes, Condill, Dankert, Eaglin, Eldridge, Kaufman, Kreider, Pals, McKinney, Quisenberry, Adkins.
No - None.

•Action Item 2004-39 LTLS Board Meeting Schedule

The LTLS Staff recommends that the LTLS Board of Directors set 7 p.m. on the third Monday of each month as its regular meeting time for FY2005 with the exceptions indicated below. This schedule will be in effect unless otherwise determined by the Board of Directors. Meetings are scheduled as follows:

July 19, 2004	Board of Directors	7:00 p.m.
August 16, 2004	Board of Directors	7:00 p.m.
September 2004	No meeting*	
October 18, 2004	Board of Directors	7:00 p.m.
November 15, 2004	Board of Directors	7:00 p.m.
December 20, 2004	Board of Directors	7:00 p.m.
January 2005	No meeting*	
February 28, 2005	Board of Directors	7:00 p.m. (Fourth Monday)
March 21, 2005	Board of Directors	7:00 p.m.
April 18, 2005	Board of Directors	7:00 p.m.
May 23, 2005	Board of Directors	7:00 p.m. (Fourth Monday)
June 20, 2005	Board of Directors	7:00 p.m.

*Member library visits

Ms. McKinney moved to accept the recommendation; Ms. Kaufman seconded the motion. The Board was unanimously in favor of the motion.

•Action Item 2004-40 Resolution Recognizing Board Member Russ Dankert

Mr. Eaglin moved to accept the recommendation; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

•Action Item 2004-41 Resolution Recognizing Board Member Jim Eldridge

Ms. McKinney moved to accept the recommendation; Ms. Kaufman seconded the motion. The Board was unanimously in favor of the motion.

•Action Item 2004-42 Resolution Recognizing Board Member Cheryl Kurtenbach

Mr. Eaglin moved to accept the recommendation; Ms. McKinney seconded the motion. The Board was unanimously in favor of the motion.

Ms. Adkins presented a gift to Mike Ragen to thank him for his help as our liaison from the Illinois State Library. Ms. Ison presented a gift to Ms. Adkins to thank her for serving two terms as President of the Board.

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The board discussed issues related to the Horizon migration. Suggestions on helping libraries understand the issues included: inviting libraries to a forum with a Horizon representative to discuss how Horizon is working, discussing with member library staff issues related to the Horizon migration, offering further Horizon training, and holding a LINC Users Group meeting.

Ms. Ison briefly discussed the Budget and Work Plan for FY2005. She said that strategic plans need to be developed for LTLS and for the LTLS Foundation. ILLINET/OCLC billing responsibilities begin in FY2005, and a new web site will be launched that includes a community forum.

DISCUSSION/PLANNING - LTLS Presentation to Illinois State Library Staff

Ms. Ison suggested that due to the length of the meeting, there be no further discussion. She asked the Board for input on points to be included in the presentation and questions the Illinois State Library might ask.

ANNOUNCEMENTS - none

ADJOURNMENT

Ms. Pals moved to adjourn the meeting; Ms. McKinney seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:55 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, July 19, 2004.

Nina Pals, President

Garold Eaglin, Secretary