

DRAFT

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

DATE: June 18, 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
Garold Eaglin.....Marshall
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Donna MinerRantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Paula Kaufman.....Urbana
Sharron KreiderAshkum
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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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

June 18, 2007

President James Quisenberry called the meeting to order at 7:03 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 May 29, 2007 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

490 Check Nos. 47663 through 47716

490.1 Check Nos. 33881 through 33939

490.2 Check Nos. 1060 through 1061

- Schedules of Activity

490.3 Illinois Funds-Money Market Fund

490.4 The Illinois Funds-Prime Fund

490.5 Main Street Bank and Trust Grant Account

490.6 Illinois Funds OCLC Account

490.7 Main Street Bank and Trust OCLC Checking

490.8 Illinois Funds OCLC Prime Investment

Petty Cash as of May 31, 2007

Investment Summary

- Income Statements/Balance Sheets: May 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

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

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

No – None

PUBLIC COMMENTS – none

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PRESIDENT'S REPORT – James Quisenberry

With regard to the Symposium on the Future of Integrated Library Systems to be hosted by LTLS in September, Mr. Quisenberry said it is essential to encourage participation by our member libraries.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison commented on a letter from Representative Chapin Rose to all public libraries regarding HB1727 on Internet filtering and the “plain view” exception.

Ms. Ison gave Board members a PolyTalk tote bag. The bags will mainly be used as gifts for PolyTalk volunteers. The PolyTalk project will be displayed at the diversity fair at ALA Annual Conference and also at the ALA Washington Office Library Day on the Hill at the Rayburn House Office Building. The project is a finalist for the Sirsi-Dynix Building Better Communities Award.

Ms. Ison referred Board members to the Cataloging Reorganization Report and specifically to staff reorganization changes. She said she was pleased that items received on June 14 were being cataloged on June 18. Ms. Erickson said that she would like the reorganization plan to address how to get special collections online quicker. Ms. Grove stated that Champaign Public Library is paying Baker and Taylor and Ingram \$1.00 per item for records.

COMMITTEE REPORTS

Executive Committee

- Action Item No. 2007-24 LTLS Standing Rules Revisions

At its meeting on June 11, 2007, the LTLS Executive Committee reviewed and revised the LTLS Standing Rules. The Committee agreed to present the revised Standing Rules to the Board and recommends approval.

Ms. Ison said that some of the changes in the proposed Standing Rules include: acceptance of gifts is referred to the LTLS Finance and Investment Policy; Member Library Official Representative Designation is eliminated; guidelines are included for participation in meetings by phone; and the Planning/Policy Committee will be renamed the Policy Committee.

The Board was unanimously in favor of Action Item No. 2007-24.

- Action Item No. 2007-25 Executive Director Evaluation and FY2008 Priorities

On June 11, 2007, 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 FY2008 that are based on the LTLS strategic plan and the annual work plan. The Committee recommends that Ison continue as the Executive Director and be given an annual compensation increase of 6% of the FY2008 midpoint (increase is both merit and consideration that Ison has not received an increase since 2004). Further, the Committee recommends that the Board of Directors approve the FY2008 priorities.

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Ms. Funderburg stated that she was not prepared to vote on the FY2008 priorities, as she was not aware that the priorities would be brought to a vote. Discussion followed regarding the number of priorities that could be carried out effectively in a year, a desire to prioritize the list, and the suggestion that in the future priorities be discussed by the Board before the annual plan is submitted to the Illinois State Library.

Ms. Funderburg moved that Action Item No. 2007-25 be accepted with the elimination of approval of the FY2008 priorities. A roll call vote was taken:

Yes – Barnes, Cisna, Eaglin, Erickson, Funderburg, Lanham, Miner, Quisenberry, Reidner, Trame
No – None

Mr. Quisenberry asked the Board members to provide input to Ms. Ison about the priorities before the July Board meeting.

Membership Committee

Ms. Barnes presented the following action items:

- Action Item No. 2007-26 Membership Review – Continued Eligibility with Concerns

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2006 Annual Profile Summaries and membership eligibility during its meeting on June 18, 2007. Four libraries were determined eligible for continuing membership with concerns, based on their FY2006 Annual Profile Summaries.

The Board was unanimously in favor of Action Item No. 2007-26.

- Action Item No. 2007-27 Membership Status – Asian Educational Media Service Library

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the membership status of the Asian Educational Media Service Library at its June 18, 2007 meeting. This library was initially approved as a Developmental Member in February 2007 with concerns about bibliographic access. The library has joined OCLC as a governing member and is now joining LINC. The Membership Committee recommends this library be changed from a Developmental to a Full Member.

The Board was unanimously in favor of Action Item No. 2007-27.

Nominating Committee

- Action Item No. 2007-28 FY2008 Officers of the Board of Directors

The Lincoln Trail Libraries System Nominating Committee submits the following nominees for FY2008 officers of the Lincoln Trail Libraries System Board of Directors: President, James Quisenberry; Vice President, Rosanne Reidner; Secretary, Laura Barnes; Treasurer, Allen Lanham.

The Board was unanimously in favor of Action Item No. 2007-28.

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ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti distributed a written report and highlighted the following: Lincoln Trail is scheduled to make its FY08 per capita grant presentation at the State Library on July 23, 2007 at 8:30 a.m.; Lawren Tucker is the new Chief Deputy Director of the State Library; there are now more than 5,000 libraries in ILLINET; electronic resource suggestions can be made for E-Rich; and Novelist and Novelist K-8 are available to ILLINET members with the State Library subsidizing 50% of the cost for each library building. Mr. Quisenberry expressed an interest in having a Synergy or similar program for library trustees.

UNFINISHED BUSINESS

The FY2008 Budget and Work Plan was distributed to Board members.

NEW BUSINESS

•Action Item No. 2007-29 Resolution Authorizing Financial Account Deposits, Withdrawals, Transfers
Ms. Barnes moved to accept a staff recommendation authorizing individuals to sign checks and transact other business for the accounts at the mentioned financial institutions, with the addition of Ms. Ison under The Illinois Funds, U.S. Bank (Illinois Funds OCLC Prime Investment Fund). Ms. Funderburg seconded the motion. The Board was unanimously in favor of Action Item 2007-29 as amended.

•Action Item No. 2007-30 Expenditures over \$10,000
Ms. Barnes moved that Action Item No. 2007-30 be approved; Ms. Funderburg seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Eaglin, Erickson, Funderburg, Lanham, Miner, Quisenberry, Reidner, Trame
No – None

•Action Item No. 2007-31 LTLS Board Meeting Schedule
The LTLS Staff recommends that the LTLS Board of Directors set 7:00 p.m. on the third Monday of each month as its regular meeting time for FY2008 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 16, 2007	Board of Directors	7:00 p.m.
August 2007	No meeting*	
September 17, 2007	Board of Directors**	7:00 p.m.
October 15, 2007	Board of Directors	7:00 p.m.
November 19, 2007	Board of Directors	7:00 p.m.
December 17, 2007	Board of Directors	7:00 p.m.
January 2008	No meeting*	
February 18, 2008	Board of Directors	7:00 p.m.
March 17, 2008	Board of Directors**	7:00 p.m.
April 21, 2008	Board of Directors	7:00 p.m.

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May 19, 2008	Board of Directors	7:00 p.m.
June 16, 2008	Board of Directors	7:00 p.m.

*Member library visits
**Meet at a member library

Ms. Trame moved to accept Action Item No. 2007-31; Mr. Lanham seconded the motion. The Board was unanimously in favor of Action Item No. 2007-31.

Ms. Ison presented the following action items:

- Action Item No. 2007-32 Resolution Recognizing Board Member Garold Eaglin
- Action Item No. 2007-33 Resolution Recognizing Board Member Paula Kaufman
- Action Item No. 2007-34 Resolution Recognizing Board Member Kathy Wickline

Ms. Ison thanked Mr. Eaglin for his six years of service on the Lincoln Trail Libraries System Board. Ms. Kaufman and Ms. Wickline were not present.

DISCUSSION/PLANNING - none

ANNOUNCEMENTS

“Walking the Talk—A Train-the-Trainer Diversity Program” will be presented in Springfield on July 24, 2007 as part of the LTLS diversity grant. Amanda McKay will be leaving LTLS as of June 29 as she is moving to Edwardsville and will be working for Lewis and Clark Library System.

Mr. Lanham asked that the links on the Board agenda on the Web be made easier to see, and Mr. Quisenberry asked that all of the Board packet materials be combined in one pdf.

ADJOURNMENT

Mr. Eaglin moved to adjourn the meeting; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:40 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, July 16, 2007.

James Quisenberry, President

Laura Barnes, Secretary