

DRAFT

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

**DATE:** June 16, 2008  
**TIME:** 7:00 P.M.  
**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

James P. Quisenberry, President .....Urbana  
Rosanne Reidner, Vice President .....Ogden  
Laura Barnes, Secretary .....Champaign  
Scott Drone-Silvers.....Mattoon  
Virginia Erickson.....Urbana  
Rochelle Funderburg .....Champaign  
Donna Miner .....Rantoul

**MEMBERS NOT PRESENT:**

Allen Lanham, Treasurer.....Charleston  
Janet Hasten .....Marshall  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Anieta Trame .....Mattoon

**OTHERS PRESENT:**

Cyndy Colletti, Illinois State Library .....Springfield  
  
LTLS Staff .....Champaign  
    Jan Ison, Executive Director  
    Pat Boze, Consultant  
    Michelle Ralston, 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 16, 2008

President James Quisenberry called the meeting to order at 7:05 p.m. Roll call was taken with 7 members present, 5 absent.

### CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the May 27, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks  
502 Check Nos. 48388 through 48445  
502.1 ACH Direct Deposit  
502.2 Check Nos. 1096 through 1097
- Schedules of Activity  
502.3 Illinois Funds-Money Market Fund  
502.4 The Illinois Funds-Prime Fund  
502.5 Main Street Bank and Trust Grant Account  
502.6 Illinois Funds OCLC Account  
502.7 Main Street Bank and Trust OCLC Checking  
502.8 Illinois Funds OCLC Prime Investment  
Investment Summary as of May 31, 2008  
Petty Cash as of May 31, 2008

•Income Statements/Balance Sheets: May 2008

4. Public Comments

5. President's Report – James P. Quisenberry

6. Executive Director's Report – Jan Ison

- Executive Director's Report for May 2008
- Consultants' Report for May 2008
- Statistical Summary for May 2008
- Financial Update

•Income Statements/Balance Sheets: May 2008

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

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Miner, Quisenberry, Reidner

No – None

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**PUBLIC COMMENTS** - none

**PRESIDENT'S REPORT** - none

**DIRECTOR'S REPORT** – Jan Ison

Ms. Ison said that she and Joe Sciacca facilitated a planning process for the Illinois Talking Book and Braille Service on May 29. The TBS is developing its first strategic plan. On June 13, they were invited to attend a meeting with the TBS Advisory Committee, which was very informative. They will help with one or two more sessions. Pat Boze talked about the "Green" Expo presentation by the Illinois Waste Management staff, including Laura Barnes. Many interesting case studies were presented on efficient use of resources and conservation efforts that have led to cost savings for businesses. In reviewing the statistics through May 2008, Ms. Ison noted that circulation is up 200,000 from last year and that 70,000 more items have been delivered. Ramona Rollins reported that a procedures audit was performed on OCLC billing for the year ended June 30, 2007. She also stated that she negotiated with Verizon for zero rate cell phones for our drivers. We received free phones with a rate of \$1 per month and \$.06 per minute.

**COMMITTEE REPORTS** - none

**ILLINOIS STATE LIBRARY REPORT** – Cyndy Colletti

Ms. Colletti submitted a written report for June 2008 and highlighted the upcoming revision of the Library System Administrative Rules and Standards. She stated that Lincoln Trail's FY2009 System Area and per Capita Grant Presentation to the State Library is scheduled for July 24, 2008, 1-4:30 p.m., and a Per Capita Grant Workshop will be held at Lincoln Trail on August 6, 2008, 1:30-3:30 p.m. Ms. Ison gave a gift to Ms. Colletti in appreciation of her two years as our ISL consultant.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS**

- Action Item No. 2008-30 Expenditures over \$10,000

LTLS staff recommends payment of the checks listed below. In accordance with the LTLS Finance and Investment Policy, the checks will require two authorized signatures since the amounts are over \$10,000.

A. Lincoln Trail Libraries System	FY08 Facilities use for OCLC Accounting Grant	\$ 19,123.00
B. Lincoln Trail Libraries System	FY08 Revenue for OCLC Accounting Grant	\$ 95,617.00

Ms. Barnes moved to approve Action Item No. 2008-30; Mr. Drone-Silvers seconded the motion. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Miner, Quisenberry, Reidner  
No – None

- Action Item No. 2008-31 Terms of Office for Board of Directors

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In order to assure that the terms of office for LTLS Directors match the new Board Year of October 1 to September 30, established by a change in the LTLS Bylaws in May 2008, it is recommended that the term of office for all current Board members be extended from June 30 to September 30.

It is further recommended that the current Board officers remain in their office until September 30.

Mr. Drone-Silvers moved to approve Action Item No. 2008-31; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

•Action Item No. 2008-32 LTLS Board Meeting Schedule - July-September 2008

The LTLS Staff recommends that the LTLS Board of Directors meet at 7:00 p.m. on the third Monday of July, August, and September 2008. A schedule of meetings for the new Board year beginning October 1, 2008 will be presented at the September 2008 Board meeting. This schedule will be in effect unless otherwise determined by the Board of Directors.

July 21, 2008

August 18, 2008

September 15, 2008

Ms. Reidner moved to approve Action Item No. 2008-32; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

•A Resolution and gift were presented to Karen Wilkinson, Communications Manager, who will retire on June 30, 2008.

**DISCUSSION/PLANNING**

Pat Boze gave a demonstration on WorldCat Local.

**ANNOUNCEMENTS**

Ms. Barnes announced that the bill to make the Illinois Waste Management and Research Center part of the University of Illinois is on the Governor's desk. The organization's name would be changed to Illinois Sustainable Technology Center. Ms. Reidner reported that Ogden Rose Public Library Director had high praise for the Small Public Library Management Institute that she attended. Mr. Sciacca announced that the Lincoln-Douglas debate exhibit currently set up at LTLS is available to member libraries.

**ADJOURNMENT**

Ms. Erickson 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 8:10 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, July 21, 2008.

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James Quisenberry, President

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Laura Barnes, Secretary

June 16, 2008

LTLS Board of Directors Meeting

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# ***Executive Director's Report*** ***For June 2008***

*Jan Ison*  
***Executive Director***  
***Lincoln Trail Libraries System***  
***July 21, 2008***

## **Illinois Library System Directors Meeting**

ILSDO met in Peoria at the Alliance Library System on Monday, June 9, 2008. This was a regular business meeting. Among the topics of discussion were the System Standards, Cooperative Projects and Delivery Services. ILSDO adopted Data Security recommendation for each system to implement within the next 6 months. Col. Lucretia Heard-Thompson, Director for Strategic Planning at the Army Nat'l Guard, was present to discuss Military Child Month.

## **OCLC Members Council Steering Committee**

As the recently elected Vice-Chair/Chair-elect of OCLC members Council, I attended a steering committee meeting in Atlanta, GA on June 11<sup>th</sup>. The purpose of the meeting was to plan the year of activities for Members Council and to discuss our role in the transition in the OCLC Governance process.

## **OCLC Meeting**

On June 18, 2008, Pat Boze and I attended a meeting at the Illinois State Library to discuss OCLC services with OCLC representatives and the State Library staff. The emphasis was on World Cat Local, but there was also discussion of the general state of fiscal concern in Illinois and to inform the OCLC representatives of the need to keep prices at a reasonable level.

## **WorldCat Local - I-Share Implementation**

WorldCat Local – I-Share Implementation  
On June 19, 2008 representatives of the I-Share libraries who are part of the WorldCat Local pilot, CARLI staff, OCLC and LTLS as the project director met to discuss the issues and challenges regarding the I-Share implementation. The meeting clarified many issues. The end result is that OCLC re-committed to getting I-Share operational and to provide a timeline for achieving that by mid-July.

## **American Library Association**

The annual ALA conference was held in Anaheim, California the last week in June. While everyone was leary of a conference at that venue, those concerns proved to be unfounded. The weather was beautiful, the location and distance to meetings and programs was easy and the programs were stellar. Besides attending many of the all conference programs, I attended an orientation for new committee chairs (I am the ALA Conference Chair – not the program part) and several OCLC meetings on World Cat Local and World Cat Direct.

## **LTLS Staff Retirements**

June 2008 was an unusual month as we had two staff retirements. Karen Wilkinson, Communications Manager retired after 23 Years of service to LTLS and Dan Medrow, Driver, retired after almost 10 years of service. We wish both Karen and Dan an enjoyable retirement and know that they will enjoy the time with there families.

# Consultants' Report For June 2008

Lincoln Trail Libraries System  
July 21, 2008

## Central Citizens Library District Honors retirees

On June 25, 2008, Pat Boze, Joe Sciacca and Donna Schaal attended the retirement party for Wanda Thompson and Clara Schroeder both of Central Citizens' Library District. Attendees at the party included long-standing board members as well as many individuals from Wanda and Clara's families.

## WorldCat Local

June was a busy meeting month for WorldCat Local. Jan Ison, Pat Boze, and Laurie Bartolini attended 1 meeting with ISL and OCLC staff, two meetings with CARLI and OCLC staff, several conference calls related to the project, and one presentation on the project (Pat at the LTLS School Library Day workshop). Also, LTLS was informed that a 3rd year WorldCat Local extension grant was awarded by the Illinois State Library.

## Envisionware's e-commerce

Pat Boze coordinated a presentation of Envisionware's e-commerce and related products for staff from the LINC libraries. There is interest in moving forward with investigating this functionality of allowing credit card payments on LINCpac for fines and fees.

## LINC Directors Group

A LINC Directors Group meeting was held where FY2009 Shared Costs were explained and LINC accomplishments were reviewed. A short demo of WorldCat Local was also given to the group.

## Lincoln-Douglas Debates Exhibit

LTLS is one of 7 systems to host traveling exhibits commemorating the Sesquicentennial of the Lincoln-Douglas Debates. During June, Joe Sciacca developed a schedule to rotate the exhibit among 10 participating libraries beginning from July 15 through April 2009. Participating libraries include public libraries in Bement, Champaign, Charleston, Paris, Danville, Paxton, Marshall, Watseka, West Union, and Eastern Illinois University.

## American Library Association

Jan Ison, Joe Sciacca, Michelle Ralston, Vanessa Whippo, and Pat Boze attended the American Library Association's annual conference in Anaheim at the end of June.

## Small Public Library Management Institute

Pat Boze, as a member of the planning committee, attended 3.5 days of the Small Public Library Management Institute held at the UIS campus. The 5 LTLS directors who attended the complete week-long Advanced session were Jackie Jamison, Camargo Township District Library, Sandra Wienke, Ogden Rose Library, Holly Thompson, Rantoul Public Library, Sally Newbury, Gilman-Danforth District Library, and Rick Balsamello, Westville Public Library District.

## MyMediaMall Annual meeting

Donna Schaal attended the annual meeting for MyMediaMall. Different topics were discussed from next year's budget to changes in the service. The newest change will be the addition of mp3 files that will be able to meet the needs of iPod users. The meeting was attended by most of the libraries participating in the project.

## Library Visits

Onarga Public Library District, University of Illinois @ Springfield, Sidney Community Library, Paris Carnegie Public Library, Asian Media Center





# **Action Item**

*Lincoln Trail Libraries System  
July 21, 2008*

**Action Item No.:** 2009-1

**Subject:** Expenditures over \$10,000

**Recommended by:** Staff

**Adopted:**

In accordance to the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures.

A.	SirsiDynix	July/Dec. 2008 Software/Hardware Maintenance	\$35,231.96
B,	SirsiDynix	Payment for final acceptance test per rider G	\$28,764.00