

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, PresidentUrbana
Rosanne Reidner, Vice PresidentOgden
Laura Barnes, SecretaryChampaign
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Donna MinerRantoul

MEMBERS NOT PRESENT:

Allen Lanham, Treasurer.....Charleston
Janet HastenMarshall
Cynthia HelmsUrbana
Sharron KreiderAshkum
Anieta TrameMattoon

OTHERS PRESENT:

Cyndy Colletti, Illinois State LibrarySpringfield

LTLS StaffChampaign
 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.

James Quisenberry, President

Laura Barnes, Secretary

June 16, 2008

LTLS Board of Directors Meeting

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