

DRAFT

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

DATE: June 15, 2009

TIME: 7:00 P.M.

PLACE: Lincoln Trail Libraries System Headquarters

MEMBERS PRESENT:

Rosanne Reidner, President Ogden
James P. Quisenberry, Treasurer Urbana
Janet Hasten, Secretary Champaign
Janet Cler Tolono
Virginia Erickson Champaign
Rochelle Funderburg Champaign
Lavonne Gillespie Ashkum
Cynthia Helms Champaign
Allen Lanham Charleston
Donna Miner Rantoul
Anieta Trame Mattoon

MEMBERS NOT PRESENT:

Scott Drone-Silvers Mattoon
Susan Norris Urbana

OTHERS PRESENT:

LTLS Staff Champaign
Jan Ison, Executive Director
Pat Boze, Consultant
Donna Schaal, Consultant
Joe Sciacca, Consultant
Michelle Ralston, Consultant
Vanessa Whippo, Consultant
Ramona Rollins, Business Office Manager
David Lottes, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

June 15, 2009

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 May 26, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

514 Check Nos. 49172 through 49216

514.1 ACH Direct Deposit

514.2 Check Nos. 1159 through 1162

- Schedules of Activity

514.3 Illinois Funds-Money Market Fund

514.4 The Illinois Funds-Prime Fund

514.5 Main Street Bank and Trust Grant Account

514.6 Illinois Funds OCLC Account

514.7 Main Street Bank and Trust OCLC Checking

514.8 Illinois Funds OCLC Prime Investment

Investment Summary as of May 31, 2009

- Income Statements/Balance Sheets: May 2009

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

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

PUBLIC COMMENTS - None

PRESIDENT'S REPORT

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DIRECTOR'S REPORT – Jan Ison

Ms. Ison attended the groundbreaking ceremony for the new Mahomet Public Library. In attendance was former Governor James Edgar. Governor Edgar took the opportunity to express the need for citizens of Illinois to accept that higher taxes may be necessary to maintain the services libraries provide. Ms. Ison noted that Governor Edgar has always been and continues to be a strong advocate for the libraries of Illinois. Ms. Ison attended an event at the Loyola University Commons, which is a part of the University's library. The facility is beautiful and well used by both faculty and students. Mr. Lanham has also visited the Commons and remarked that the library's location on the campus is a testimony to the University's commitment to it. Ms. Ison also visited the libraries of Sarah Bush Lincoln Health Center, Carle Foundation Hospital and Lakeview College of Nursing. During the month of May Shawnee Library System was damaged by severe thunderstorms that destroyed a portion of the building and left the system without power for over a week. During the power outage the Director was able to maintain communications with member libraries using cell phones and the web based social networking site facebook. This was a good lesson on emergency preparedness for systems and libraries. The staff at Shawnee was not injured in part because they had an emergency plan and took cover when warnings were issued. LTLS Business Office Manager, Ramona Rollins attended two symposiums in May one on human resources management and another on financial services oversight. Both meetings provided Ms. Rollins with valuable contacts and information regarding bank practices and employee relations. The statistical report for May showed continued increases in all areas for FY2009. The annual report will be available soon. Ms. Ison anticipates the annual report will reflect an unprecedented increase in circulation over FY2009. Also of note, the Kill-A-Watt meters provided through a partnership between LTLS and Ameren are now in circulation, ten member libraries have launched new web sites and a survey to help develop the FY2010 Continuing Education calendar is in progress.

COMMITTEE REPORTS

- LTLS Executive Board of Directors

Mr. Quisenberry asked that the Executive Board of Directors Report be moved to the end of the meeting in the event of a motion to close the session. The Executive Board of Directors Report was moved to the end of the meeting with the President's consent.

ILLINOIS STATE LIBRARY REPORT

UNFINISHED BUSINESS

- FY2010 Budget

The Board received copies of the FY2010 Budget and Work Plan

- Reciprocal Borrowing

Ms. Ison prepared a written draft of a report on Reciprocal Borrowing. The report is intended to be used by the member libraries for informational purposes. Lincoln Trail Libraries System member libraries are experiencing new trends with regard to reciprocal borrowing. Very little existing information on reciprocal borrowing statistics and practices is available to address these new challenges. Ms. Ison's report is intended to provide member libraries with more information on how other systems and libraries handle reciprocal borrowing. The conversation that followed the presentation of the report highlighted the strength of the LTLS Board of Directors multitype nature. Each member of the board offered insightful comments from their own unique perspectives on reciprocal borrowing trends at their library. Ms. Ison asked that the board continue to contribute their thoughts and perspectives to the report moving forward.

NEW BUSINESS

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•Action Item No. 2009-32 Expenditures Over \$10,000.00

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. FY2009 Facilities usage cost for OCLC Accounting Grant \$26,172.00

Mr. Lanham moved to approve Action Item No. 2009-32; Ms. Helms seconded the motion. A roll call vote was taken:

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

DISCUSSION/PLANNING

•Library Support Staff Certification Program

Ms. Schaal prepared a presentation on the Library Support Staff Certification Program (LSSCP). A complete description of the program is available at: <http://www.ala-apa.org/lsscp/index.html> Lincoln Trail Libraries System is one of five field test sites for the program. During the field test Lincoln LTLS will be offering a course on Fundamentals of Library Services. Applicants must complete this course along with two other core competencies and three elective competencies to qualify for consideration.

ANNOUNCEMENTS

COMMITTEE REPORTS

- LTLS Executive Board of Directors
- Evaluation Priorities Review June 2009
- FY2010 Priorities Revised
- Action Item No. 2009-31 Executive Director

Mr. Quisenberry moved to close the session; Ms. Trame seconded the motion. A roll call vote was taken:

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

Closed Session—a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.”

Following the closed session the meeting resumed President Reidner called for a vote on Action Item No. 2009-31 Executive Director.

Yes – All Present

No - None

ADJOURNMENT

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Mr. Lanham moved to adjourn the meeting; Mr. Quisenberry seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 9:45 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, July 20, 2009.

Rosanne Reidner, President

Janet Hasten, Secretary