

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

DATE: May 31, 2006

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Nina Pals, PresidentAltamont
James P. Quisenberry, Vice PresidentUrbana
Laura Barnes, SecretaryChampaign
Garold Eaglin.....Marshall
Rochelle FunderburgChampaign
Sharron KreiderAshkum
Donna MinerRantoul
Rosanne Reidner.....Ogden
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Allen Lanham, Treasurer.....Charleston
Jennie Cisna.....Mattoon
Paula Kaufman.....Urbana
Kathy Wickline.....Champaign

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Amani Ayad, Diversity Consultant
Mary Dry, Business Manager
Joe Sciacca, Consultant
Randi Weiss, Consultant-Library Interpreters Network
Vanessa Whippo, Consultant

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
May 31, 2006

President Nina Pals called the meeting to order at 7:03 p.m. Roll call was taken with 9 members present, 4 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the April 17, 2006 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
477 Check Nos. 46686 through 46879
477.1 Check Nos. 33047 through 33108
477.2 OCLC Check Nos. 1023 through 1025
- Schedules of Activity
477.3 Illinois Funds-Money Market Fund
477.4 The Illinois Funds-Prime Fund
477.5 Main Street Band and Trust Grant Account
477.6 Illinois Funds OCLC account
Investment Summary
Petty Cash Report as of April 30, 2006
- October Financial Statements
- November Financial Statements

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

Yes – Barnes, Eaglin, Funderburg, Kreider, Miner, Quisenberry, Reidner, Trame, Pals
No – None

PRESIDENT'S REPORT – none

DIRECTOR'S REPORT - Jan Ison

Ms. Ison noted that circulation statistics for April are lower and we are unsure of the reason. LTLS will be monitoring this. She asked Joe Sciacca to explain legislation for changes to the Illinois Open Meetings Act.

Ms. Ison discussed the Local Holds Policy that was approved by LINC Policy Council on May 24 that will allow libraries to set up items so they are available for local holds. The policy will be tested from June 1, 2006 through April of 2007. She explained the local holds/local pick-up issue. Mr. Quisenberry asked

for a good text explanation for how local pick-ups will be reviewed and also asked for minutes from the LINC Policy Council meeting.

COMMITTEE REPORTS

Budget/Finance Committee

- Action Item No. 2006-17 Salary and Hourly Pay Grade Schedule Revision

In accordance with the recommendation of the 1995 LTLS Compensation Program study accepted by the Board, the staff reviewed the LTLS Salary and Hourly Pay Grade Schedule in relation to annual Consumer Price Index trends. Since the April 2006 CPI indicates a 3.5% increase over the April 2005 CPI, the Budget/Finance Committee recommends adoption of the proposed revised Salary and Hourly Pay Grade Schedule below, which is based on a 3.5% increase of all salary and hourly pay grade mid-points. The revised pay grade schedule will be effective July 1, 2006.

Pay Grade	Position	Minimum	Midpoint	Maximum
7	Executive Director	\$ 61,816	\$ 82,421	\$ 103,026
6	Associate Director	\$ 50,258	\$ 67,011	\$83,764
5	Consultant II	\$ 40,697	\$ 54,262	\$ 67,828
4	Consultant I	\$ 32,714	\$ 43,619	\$54,524
3	Manager	\$ 26,050	\$ 34,733	\$43,416
2	Database & Resource Assistant II Office Assistant II	\$ 10.51	\$ 14.01	\$ 17.52
1	Office Assistant I Database & Resource Assistant I Distribution & Maintenance Asst.	\$ 8.16	\$ 10.87	\$ 13.59

Ms. Barnes moved to approve Action Item No. 2006-17; Ms. Reidner seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2006-18 FY2007 Budget and Fund Designations

The LTLS Budget/Finance Committee recommends that the FY2007 budget be approved. The FY2007 budget will be sent to the Illinois State Library on June 2, 2006 as part of the FY2007 System Area and Per Capita Application. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Ms. Ison gave a PowerPoint presentation on the FY2007 budget including revenue sources, expenses by fund, expenses compared to revenue, major budget changes, and Board initiatives.

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Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 855,629	\$274,608	\$ 825,219
Cooperative Service Fund	\$ 92,982	\$135,000	\$ 92,777
Automation Fund	\$ 409,789	\$121,153	\$ 393,806
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$358,993	
ILLINET/OCLC			\$5,000,000
TOTAL	\$1,358,400	\$1,093,235	\$6,311,802

Ms. Ison said that the LTLS presentation to the Illinois State Library will be on July 11, 2006.

Ms. Barnes moved to approve Action Item No. 2006-18; Ms. Funderburg seconded the motion. The Board was unanimously in favor of the motion.

Nominating Committee

Board members Barnes, Pals, and Trame agreed to serve on the Nominating Committee. The following action item was presented:

- Action Item No. 2006-19 Board of Director Nomination

The Nominating Committee has not finalized the slate of candidates for the Board of Directors election. Staff recommends that the Board authorize the Nominating Committee to complete the slate so that ballots can be mailed to all Official Representatives. Ballots will be opened and counted and the election results certified at the June Board meeting.

Special Library Interest Director – 3-year term

Ms. Kreider moved to approve Action Item No. 2006-19; Ms. Trame seconded the motion. The Board was unanimously in favor of the motion.

Strategic Planning Committee

Ms. Pals commended the Strategic Planning Committee for their hard work and reviewed the draft plan. She presented the following action item:

- Action Item No. 2006-20 LTLS Strategic Plan – Distribution of Draft for Member Library Comments

The Strategic Planning Committee recommends that the draft Strategic Plan for LTLS be distributed to the membership for written comments. Comments will be due back by June 16, 2006.

The Board was unanimously in favor of Action Item No. 2006-20. The Committee will reconvene to review the comments and make a recommendation to the Board.

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ILLINOIS STATE LIBRARY REPORT - none

UNFINISHED BUSINESS - none

NEW BUSINESS - none

DISCUSSION/PLANNING - none

ANNOUNCEMENTS - none

ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Ms. Trame seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:30 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 19, 2006.

Nina Pals, President

Laura Barnes, Secretary