

DRAFT

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

DATE: May 29, 2007  
TIME: 7:00 P.M.  
PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

James P. Quisenberry, President .....Urbana  
Rosanne Reidner, Vice President .....Ogden  
Allen Lanham, Treasurer.....Charleston  
Laura Barnes, Secretary .....Champaign  
Jennie Cisna.....Mattoon  
Virginia Erickson.....Urbana  
Rochelle Funderburg .....Champaign  
Paula Kaufman.....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Garold Eaglin.....Marshall  
Kathy Wickline.....Champaign

**OTHERS PRESENT:**

LTLS Staff .....Champaign  
Jan Ison, Executive Director  
Pat Boze, Consultant  
Amanda McKay, Consultant  
Michelle Ralston, PolyTalk Coordinator  
Ramona Rollins, Business Office Manager  
Donna Schaal, Consultant  
Joe Sciacca, Consultant  
Vanessa Whippo, Consultant

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
May 29, 2007

President James Quisenberry called the meeting to order at 7:05 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 April 23, 2007 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

489 Check Nos. 47610 through 47662

489.1 Check Nos. 33821 through 33880

489.2 Check Nos. 1056 through 1059

• Schedules of Activity

489.3 Illinois Funds-Money Market Fund

489.4 The Illinois Funds-Prime Fund

489.5 Main Street Bank and Trust Grant Account

489.6 Illinois Funds OCLC Account

489.7 Main Street Bank and Trust OCLC Checking

Investment Summary

• Income Statements/Balance Sheets: April 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

A roll call vote was taken to approve the Consent Agenda:

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

No – None

**PUBLIC COMMENTS** – none

**PRESIDENT'S REPORT** – none

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**DIRECTOR’S REPORT** – Jan Ison

Ms. Ison commented on the statistics, specifically the cataloging statistics, and announced that there will be a new workflow for the Cataloging Department. She congratulated JoAnn Grayson on her exemplary work in the Cataloging Department and also thanked the Cataloging Maintenance Center for their hard work on the backlog.

Ms. Ison introduced Michelle Ralston, PolyTalk Coordinator, and noted that LTLS has received notification that we are in the running for the Building Communities Award from Sirsi-Dynix. She also noted that LTLS has received notification that PolyTalk will be represented during ALA’s Day on the Hill.

Ms. Ison talked about the “Future of the Integrated Library System” conference being planned by LTLS. The event will be held September 13-15, 2007 in Champaign. Ms. Kauffman suggested Michel Norman, Tim Cole, and Betsey Krueger as possible presenters.

Staff spent time this past month completing new grant applications, advising members to become members of OCLC, and installing additional T1s. Mr. Quisenberry asked that LTLS look into impending fiber builds in this area. Ms. Kaufman suggested that Mike Smeltzer be contacted.

**COMMITTEE REPORTS**

**Budget/Finance Committee**

Mr. Lanham presented the following action items:

- Action Item No. 2007-17 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 March 2007 CPI indicates a 2.7% increase over the March 2006 CPI, the Budget/Finance Committee recommends adoption of the proposed revised Salary and Hourly Pay Grade Schedule below, which is based on a 2.7% increase of all salary and hourly pay grade mid-points. The revised pay grade schedule will be effective July 1, 2007.

<b>Pay Grade</b>	<b>Position</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
7	Executive Director	\$ 63,485	\$ 84,646	\$ 105,808
6	Associate Director	\$ 51,615	\$ 68,820	\$86,025
5	Consultant II	\$ 41,795	\$ 55,727	\$ 69,658
4	Consultant I	\$ 33,598	\$ 44,797	\$55,995
3	Manager	\$ 26,753	\$ 35,671	\$44,588
2	Database & Resource Assistant II Office Assistant II	\$ 10.79	\$ 14.39	\$ 17.99
1	Office Assistant I Database & Resource Assistant I Distribution & Maintenance Asst.	\$ 8.37	\$ 11.16	\$ 13.95

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The Board was unanimously in favor of Action Item No. 2007-17.

•Action Item No. 2007-18 FY2008 Budget

The LTLS Budget/Finance Committee recommends that the FY2008 budget be approved. The FY2008 budget will be sent to the Illinois State Library on June 1, 2007 as part of the FY2008 System Area and Per Capita Application. (NOTE: Presentation of the estimated revenue is for informational purposes only).

<b>Fund</b>	<b>Expenses</b>	<b>Designations</b>	<b>Estimated Revenue (Informational Purposes Only)</b>
General Fund	\$ 844,659	\$275,922	\$ 825,219
Cooperative Service Fund	\$147,306,	\$135,000	\$ 95,078
Automation Fund	\$ 412,763	\$114,217	\$ 404,402
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$374,214	
ILLINET/OCLC			\$5,000,000
<b>TOTAL</b>	<b>\$1,404,728</b>	<b>\$1,102,834</b>	<b>\$6,324,699</b>

A roll vote was taken to approve Action Item No. 2007-18:

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

No – None

**Membership Committee**

Ms. Barnes presented the following action items:

•Action item No. 2007-19 Membership Review – Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2006 Annual Profile Summaries and membership eligibility during its meeting on May 29, 2007. Sixteen libraries were determined eligible for continuing membership with no concerns, based on their FY2006 Annual Profile Summaries. The eligibility of six of those libraries is contingent on the library signing the OCLC Governing Membership contract.

The Board was unanimously in favor of Action Item No. 2007-19.

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- Action Item No. 2007-20 Membership Status – Thomasboro Grade School, Schlarman High School, Hoopeston Area CUSD #11

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the membership status of Thomasboro Grade School, Schlarman High School, and Hoopeston Area CUSD #11 at its meeting on May 29, 2007. The Membership Committee recommends that the membership of these agencies be rescinded unless compliance to LTLS Membership Policy criteria can be attained by June 30, 2007. LTLS staff will provide official notification of this action to these members by June 1.

- Thomasboro Grade School has been a Developmental member for 5 years and does not comply in the areas of staffing and bibliographic access standards.
- Schlarman High School has been a Developmental member for 5 years and does not comply in the areas of staffing and bibliographic access standards.
- Hoopeston Area CUSD #11 has been a Developmental member for 5 years and does not comply in the areas of staffing and bibliographic access standards.

The Board was unanimously in favor of Action Item No. 2007-20.

### **Nominating Committee**

Ms. Ison presented the following action item:

- Action Item No. 2007-21 Board of Director Nominations

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 distributed to all Official Representatives. Ballots will be opened and counted and the election results certified at the June Board meeting.

The Board was unanimously in favor of Action Item No. 2007-21.

### **ILLINOIS STATE LIBRARY REPORT** – Cyndy Colletti

Ms. Colletti reported that final reports for grants can be completed early; Family Reading Night posters are available; the WebJunction launch will occur in July, and the GED Study Online option is being promoted in libraries.

### **UNFINISHED BUSINESS** - none

### **NEW BUSINESS**

- Action Item 2007-22 Revision of Standing Rules

The LTLS Staff recommends that the Board of Directors adopt the following addition to the LTLS Standing Rules and it further recommends that the Executive Director and the LTLS Executive Committee review the entire Standing Rules document prior to the June LTLS Board meeting and bring any further additions or changes to that meeting.

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The following addition to the LTLS Standing Rules is recommended due to recent changes in the Open Meetings Act.

Attendance by means other than physical presence.

Provided that a quorum of the Board is physically present at the meeting place, a majority of the Board of Directors who are physically present may vote to allow a member to attend the meeting by video or audio conference if the member is prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or LTLS business, or (3) family or other emergency.

- a. If a member of the Board wishes to attend a meeting by means other than physical presence, the member must notify the Board Secretary, or, if the Board Secretary can not be notified, the Executive Director, before the meeting, unless advance notice is impractical.
- b. If the Board votes to allow a member to attend the meeting by other means, the member shall be allowed to participate in any votes taken during the meeting.

Mr. Quisenberry had a question about creating a blanket exception to the Standing Rules. Ms. Ison suggested that the Action Item be passed since the entire Standing Rules document is to be reviewed. Mr. Lanham moved to accept Action Item No. 2007-22, Ms. Barnes seconded the motion, and the Board was unanimously in favor of the motion.

### •Action Item 2007-23 Resolution Regarding HB1727

A resolution was presented in opposition to Illinois House Bill 1727. This bill would mandate Internet filters on all public and school library computers for all users. Ms. Kaufman moved to approve the resolution with the deletion of the seventh paragraph, Ms. Funderburg seconded the motion, and the Board was unanimously in favor of the motion.

## **DISCUSSION/PLANNING**

Ms. Ison gave a PowerPoint presentation on the FY2008 Annual Plan and Budget including revenue and expenses by fund; general fund, automation fund, and cooperative service fund initiatives; as well as Board, grant, and statewide initiatives.

## **ANNOUNCEMENTS**

Ms. Barnes announced that the Illinois Waste Management and Research Center Library is working on doing a batch load with OCLC since January and that over 4,500 items have records.

Ms. Ison thanked Ms. Kaufman for her service on the Lincoln Trail Libraries System Board.

## **ADJOURNMENT**

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

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Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 18, 2007.

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James Quisenberry, President

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Laura Barnes, Secretary