

DRAFT

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

DATE: May 27, 2008

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

James P. Quisenberry, PresidentUrbana
Rosanne Reidner, Vice PresidentOgden
Allen Lanham, Treasurer.....Charleston
Laura Barnes, SecretaryChampaign
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Cynthia HelmsUrbana
Sharron KreiderAshkum
Donna MinerRantoul

MEMBERS NOT PRESENT:

Scott Drone-Silvers.....Mattoon
Janet HastenMarshall
Anieta TrameMattoon

OTHERS PRESENT:

Cyndy Colletti, Illinois State LibrarySpringfield
Marcia Grove, Champaign Public LibraryChampaign

LTLS Staff.....Champaign
 Jan Ison, Executive Director
 Pat Boze, Consultant
 Ramona Rollins, Business Office Manager
 Joe Sciacca, Consultant
 Vanessa Whippo, Consultant
 Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
May 27, 2008

President James Quisenberry called the meeting to order at 7:05 p.m. Roll call was taken with 9 members present, 3 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the April 21, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
501 Check Nos. 48323 through 48387
501.1 ACH Direct Deposit
501.2 Check Nos. 1092 through 1095

- Schedules of Activity
501.3 Illinois Funds-Money Market Fund
501.4 The Illinois Funds-Prime Fund
501.5 Main Street Bank and Trust Grant Account
501.6 Illinois Funds OCLC Account
501.7 Main Street Bank and Trust OCLC Checking
501.8 Illinois Funds OCLC Prime Investment
Investment Summary as of April 30, 2008

- Income Statements/Balance Sheets: April 2008

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

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner
No – None

PUBLIC COMMENTS - none

PRESIDENT'S REPORT - James Quisenberry

Mr. Quisenberry reported that he attended the System Presidents and Directors Meeting. A representative from the Secretary of State's office talked about the state budget, and the Illinois Map Project was demonstrated. Mr. Quisenberry stated that he enjoys hearing about the good work going on in systems.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison reported that she gave a presentation on WorldCat Local for the Massachusetts Library Association in early May and also attended the American Library Association Legislative Day in

Washington, D.C. At the OCLC Members Council meeting in May, she was elected Vice-President/President Elect. Ms. Ison reviewed the monthly reports, highlighting the WorldCat Local home delivery test; Donna Schaal's attendance at the Computers in Libraries Conference; and the submission of LSTA grant proposals for Digital Gems, future of the integrated library system, and a study of broadband bandwidth needs for Illinois libraries. Seven member libraries wrote grants to automate with LINC.

COMMITTEE REPORTS

Budget/Finance Committee

- Action Item No. 2008-28 FY2009 Budget and Fund Designations

The LTLS Budget/Finance Committee recommends that the FY2009 budget be approved. The FY2009 budget will be sent to the Illinois State Library on June 1, 2008 as part of the FY2009 System Area and Per Capita Application.

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 857,307	\$275,922	\$ 825,219
Cooperative Service Fund	\$140,697,	\$135,000	\$ 83,778
Automation Fund	\$ 439,266	\$114,217	\$ 440,527
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$373,214	
ILLINET/OCLC			\$12,111,325
TOTAL	\$1,437,270	\$1,101,834	\$13,460,849

Ms. Ison gave a PowerPoint presentation on the FY2009 Budget and Work Plan.

A roll call vote was taken to approve Action Item No. 2008-28:

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner
 No – None

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti submitted a written report for May 2008. She stated that the Paxton Carnegie Library received a \$25,000 Construction Grant to replace the front entrance concrete steps.

UNFINISHED BUSINESS

- Action Item No. 2008-27 Adoption of LTLS Bylaws Revisions

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LTLS staff presented proposed revisions to the Lincoln Trail Libraries System Bylaws at the March 17, 2008 Board of Directors meeting. At the April 21, 2008 Board meeting, the Board approved the staff recommendation to distribute the draft bylaws revisions to LTLS member libraries for comment.

LTLS staff distributed the draft electronically to the LTLS membership. Comments were due by May 19, 2008.

The major revision is a change in the beginning of the System's Board year from July 1 to October 1. If the proposed revision is approved, Board terms currently due to expire on June 30, 2008 will be extended to expire on September 30, 2008. Terms of all current Board members that expire on June 30 will be extended to expire on September 30.

LTLS staff have reviewed the member comments received. Based on the positive input from members, staff recommends that the draft revisions to the LTLS Bylaws be adopted.

Ms. Barnes moved to approve Action Item No. 2008-27; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion.

NEW BUSINESS

Action Item No. 2008-29 Expenditure over \$10,000

LTLS staff recommends payment of \$32,993.93 to Earl Olson and Son for completion of the ceiling tiles and lighting, pending a successful walk through by the architect and LTLS staff. In accordance with the LTLS Finance and Investment Policy, the check will require two authorized signatures since the amount is over \$10,000.

Ms. Funderburg moved to approve Action Item No. 2008-29; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner
No – None

DISCUSSION/PLANNING

Joe Sciacca demonstrated the Illinois Map Project that was funded by an LSTA grant. A Web site (www.illinoismap.info) gives a visual representation of libraries in Illinois and shows library service areas.

ANNOUNCEMENTS

Sharron Kreider announced that a retirement party will be held for Clara Schroeder and Wanda Thompson, librarians at Clifton Central Citizens' Library District, on June 25, 2008. Ms. Barnes said that the Illinois House and Senate have passed legislation to move the Surveys, including the Illinois Waste Management and Research Center, from the Department of Natural Resources to the University of Illinois. Mr. Quisenberry stated that the University of Illinois is seeking a University Housing/Residential Life Librarian.

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ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:25 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 16, 2008.

James Quisenberry, President

Laura Barnes, Secretary