

DRAFT

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

**DATE:** May 26, 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 ..... Marshall  
Janet Cler ..... Tolono  
Scott Drone-Silvers ..... Mattoon  
Lavonne Gillespie ..... Ashkum  
Cynthia Helms ..... Champaign  
Allen Lanham ..... Charleston  
Donna Miner ..... Rantoul  
Susan Norris ..... Urbana  
Anieta Trame ..... Mattoon

**MEMBERS NOT PRESENT:**

Virginia Erickson ..... Champaign  
Rochelle Funderburg ..... Champaign

**OTHERS PRESENT:**

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

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
May 26, 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 April 20, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

513 Check Nos. 49127 through 49171

513.1 ACH Direct Deposit

513.2 Check Nos. 1150 through 1158

- Schedules of Activity

513.3 Illinois Funds-Money Market Fund

513.4 The Illinois Funds-Prime Fund

513.5 Main Street Bank and Trust Grant Account

513.6 Illinois Funds OCLC Account

513.7 Main Street Bank and Trust OCLC Checking

513.8 Illinois Funds OCLC Prime Investment

Investment Summary as of April 30, 2009

- Income Statements/Balance Sheets: April 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

Mr. Drone-Silvers moved to approve the Consent Agenda; Ms. Miner seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**PUBLIC COMMENTS** - None

**PRESIDENT'S REPORT** - Ms. Reidner presented the board with a written review of the May Feature articles from the LTLS website. Ms. Reidner found the articles to be very informative and thanked the staff for the work they did on the articles. Ms. Reidner was part of the LTLS delegation to Library Day in Springfield. She enjoyed the opportunity and stressed the importance of advocating for libraries.

**DIRECTOR'S REPORT** – Jan Ison

Ms. Ison attended a meeting of the System Directors and learned that there is an upcoming workshop for all System Board Members in the planning stages for sometime in FY2010. The System Directors are also planning to hold the presentations of the budget via videoconference rather than meeting in Springfield. Ms. Ison told the board that LTLS, not the libraries themselves, will be updating of all LTLS member libraries to L2. Ms. Ison attended an OCLC meeting in Dublin Ohio. Ms. Ison was elected to serve as the first President of the newly formed OCLC Global Council. This position will help LTLS to better implement online meetings and workshops. OCLC announced that a service called WorldCat Quick Start will be free to all libraries who have subscriptions to First Search. The Illinois State Library pays for this service for Illinois libraries thus this will be free to all libraries in Illinois. Another new feature is that all databases purchased through OCLC will be indexed by article allowing for location of full text in one search. Circulation continues to grow at a rapid pace along with items delivered and items picked up. The LTLS consulting team submitted LSTA grants in April.

**COMMITTEE REPORTS**

•Budget & Finance Committee

The Board received copies of the OCLC FY2008 procedures Audit. This is the second time this audit has been completed and all changes recommended by the first audit were implemented.

The Budget & Finance Committee completed the budget for FY2010. The copies of the budget and Action Item the Board received required a revision. The revision was in the amount estimated for the Automation Fund. The amount for Processing Services under Automation Fund was changed from 152,324 in the budget to 159,500. The revision was noted during discussion and the Action Item was changed under Automation Fund in the Estimated Revenue column from 439,087 to 450,949.

•Action Item No. 2009-29 Fy2010 Budget Revision and Fund Designations

The staff recommended approval of the FY2010 budget expense and designations by fund (as revised) The Action Item was changed under Automation Fund in the Estimated Revenue column from 439,087 to 450,949.

Mr. Drone-Silvers moved to approve Action Item No. 2009-29 (as revised); Mr. Lanham seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**ILLINOIS STATE LIBRARY REPORT** – Karen Egan

Ms. Egan submitted a written report for February of 2009.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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•Action Item No. 2009-30 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. LTLS-OCLC FY09 Wilson Select payment \$18,300.00

Mr. Lanham moved to approve Action Item No. 2009-30; Ms. Hasten seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**DISCUSSION/PLANNING**

•FY2010 Budget and Work Plan

Ms. Ison prepared a presentation of the LTLS FY2010 Budget and Work Plan. One of the goals for LTLS in FY2010 is to highlight member libraries on the About LTLS Members Blog. The presentation inspired a lively conversation about the challenge of using web 2.0 technologies effectively.

**ANNOUNCEMENTS**

Ms. Hasten shared the story of a birthday party hosted by the Marshall Public Library. What made this story special was the young guest of honor’s request that all her gifts be made in the form of donations to the library. Ms. Trame added that Mattoon Public Library is using a summer reading program called “Read For A Cause” to get local businesses involved by asking for a donation to match the total number of books read. The donations may be as small as a penny per book.

**ADJOURNMENT**

Ms. Trame moved to adjourn the meeting; Ms. Miner seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:15 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 15, 2009.

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Rosanne Reidner, President

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Janet Hasten, Secretary