

DRAFT

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

DATE: February 18, 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
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Janet HastenMarshall
Cynthia HelmsUrbana
Sharron KreiderAshkum
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Donna MinerRantoul

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Donna Schaal, Consultant
Joe Sciacca, Consultant
Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

February 18, 2008

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 11 members present, 1 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the December 17, 2007 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

497 Check Nos. 48119 through 48168

497.1 Check Nos. 34307 through 34361

497.2 Check No. 1080

498 Check Nos. 48169 through 48206

498.1 Check Nos. 34362 through 34414

498.2 Check Nos. 1081 through 1085

• Schedules of Activity

497.3 Illinois Funds-Money Market Fund

497.4 The Illinois Funds-Prime Fund

497.5 Main Street Bank and Trust Grant Account

497.6 Illinois Funds OCLC Account

497.7 Main Street Bank and Trust OCLC Checking

497.8 Illinois Funds OCLC Prime Investment

Investment Summary as of December 31, 2007

Petty Cash Summary as December 31, 2007

498.3 Illinois Funds-Money Market Fund

498.4 The Illinois Funds-Prime Fund

498.5 Main Street Bank and Trust Grant Account

498.6 Illinois Funds OCLC Account

498.7 Main Street Bank and Trust OCLC Checking

498.8 Illinois Funds OCLC Prime Investment

Investment Summary

• Income Statements/Balance Sheets: December 2007 and January 2008

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

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame

No – None

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PUBLIC COMMENTS - none

PRESIDENT'S REPORT - James Quisenberry

Mr. Quisenberry initiated a discussion on patron privacy and security issues regarding PAC records.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison announced that Jennie Cisna has resigned from the Board as she has accepted a position in Boling Brook, Illinois. The new edition of Illinois Library Laws was given to Board members. Ms. Ison said that the ceiling tile/lighting project has begun; the Board room is finished. She said that staff made a concentrated effort to remove the files and paper approved for disposal from the garage storage area and other parts of the building. The Institute of Museum and Library Services featured the LTLS PolyTalk Library Interpreters Network on the home page of their Web site.

COMMITTEE REPORTS

Membership Committee

- Action Item No. 2008-14 Membership Review-Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2007 Annual Profile Summaries and membership eligibility during its meeting on February 18, 2008. Seventy-eight libraries were determined eligible for continuing membership with no concerns, based on their FY2007 Annual Profile Summaries.

The Board was unanimously in favor of Action Item No. 2008-14.

- Action Item No. 2008-15 Membership Status Change – Bishop O'Rourke Library at the Institute of Catholic Thought

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the membership status of the Bishop O'Rourke Library at the Institute of Catholic Thought at its February 18, 2008 meeting. This library was initially approved as a Developmental Member with concerns about bibliographic access. The library is joining OCLC as a governing member. The Membership Committee recommended this library be changed from a Developmental to a Full Member.

The Board was unanimously in favor of Action Item No. 2008-15.

- Action Item No. 2008-16 New Affiliate Agencies – Piatt County Museum, Vermilion County Museum, Illinois Amish Interpretive Center

At its February 18, 2008 meeting, the Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the Affiliate Agency membership applications of the Piatt County Museum, Vermilion County Museum, and Illinois Amish Interpretive Center. The Membership Committee recommended these agencies be approved as LTLS Affiliate Agencies.

The Board was unanimously in favor of Action Item No. 2008-16.

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ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti submitted written reports for January and February 2008.

UNFINISHED BUSINESS

•Action Item No. 2008-17 Expenditure over \$10,000 - Lighting and Ceiling Tiles
In accordance with the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures. The staff recommended approval of this check.

Earl Olson & Son Construction Light fixtures; ceiling tile and grid \$ 26,436.07

Ms. Barnes moved to approve Action Item No. 2008-17; Mr. Drone-Silvers seconded the motion. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame

No – None

NEW BUSINESS

•Action Item No. 2008-13 Fund Transfer
The Lincoln Trail Libraries System staff recommended that the Board authorize a fund transfer of \$18,000 from the Automation Equity Fund (700) to the Automation Fund (A300). This transfer pays for the annual membership fee for My Media Mall.

Mr. Drone-Silvers moved to approve Action Item No. 2008-13; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Drone-Silvers, Erickson, Funderburg, Hasten, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame

No – None

Ms. Ison discussed other improvements she would like to make to the building in addition to the ceiling tile/lighting project. Possible work includes painting, making a new space for the Training Center using the small conference room and part of the break room, replacing the kitchenette and adding a dishwasher in the break room, and walling off the delivery area. She has met with Russ Dankert and will present more information at the next meeting.

DISCUSSION/PLANNING - none

ANNOUNCEMENTS

Referenda results from the February 5 primary election are as follows: tax rate increases were turned down for Gilman-Danforth District Library and Sheldon Public Library District; voters approved the construction of a new building for the Mahomet Public Library District but did not pass a tax rate increase to operate the new library.

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ADJOURNMENT

Ms. Kreider moved to adjourn the meeting; Ms. Barnes seconded the motion. The Board was unanimously 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, March 17, 2008.

James Quisenberry, President

Laura Barnes, Secretary

Executive Director's Report For February 2008

Jan Ison
**Executive Director
Lincoln Trail Libraries System
March 17, 2008**

Reception for Jennie Cisna

I attended the reception for Jennie Cisna, LTLS Board member and Director of the Mattoon Public Library. Jennie moved from Mattoon to the PALS area and is now the Young Adult Services Librarian at the Fountaindale Public Library District in Bollingbrook, Illinois.

Charleston Carnegie Public Library

I visited the newly opened Charleston Carnegie Public Library addition. It is a wonderful addition that offers much to the users of the library. Currently the "old" part of the building is being renovated and the new and the old will be joined by an atrium.

OCLC Members Council

The OCLC Members Council met on February 10 - 12, 2008. The theme of the meeting was "Moving Forward with New Understanding: Our OCLC Collaborative, Its Services and Each Other." The majority of the business part of the meeting was devoted to the OCLC Governance Study and the recommendations of the Governance Task Force. Action on proposed changes will take place at the May meeting.

LINC Policy Council

The Council reviewed issues as brought to the committee by the circulation committee. The committee asked for direction on how to proceed, which was provided. Other discussion centered on the need for PIN numbers in patron records. It was determined that no policy existed on PIN numbers and libraries could choose to use them or not. Subsequent to the meeting, several libraries eliminated their use for a short period of time.

Mahomet Public Library

I met with Lynn and a board member to discuss next steps for the library. The board was concerned about funding considering the bond election passed but the ongoing funding increase did not pass. We provided several charts showing the use of Mahomet and other libraries by Mahomet patrons. The board subsequently determined that they would move forward with the bonding.

Costing System Services

On the 22nd of February staff for library systems met to discuss and plan how to cost out system services. All systems do this to some extent; however, the methodology used is different. The goal was for all to use the same or similar method in order to accurately determine the cost of each service. All systems will be costing out delivery using the same method.

Consultants' Report For February 2008

Lincoln Trail Libraries System
March 17, 2008

Southern Systems Tour	LTLS staff attended a two-day meeting at Shawnee Library System with Southern Systems staff. Much information about the procedures and policies of Shawnee Library System was shared with everyone. A rousing evening game of "Braille Bingo" was enjoyed by everyone.
Visits to Mattoon and Charleston Public Libraries	Pat Boze, Donna Schaal, Michelle Ralston, and Jan Ison attended a reception for Jennie Cisna, former director of Mattoon Public Library. Jennie is leaving for a position in Bolingbrook. An additional visit was made that same day to Charleston Carnegie Library. Sheryl Snyder, Director, provided a tour of the new expansion to the existing building.
NSLS Workshop	Staff attended an all-day workshop at North Suburban Library System for all system staff and the Illinois State Library. The topics for the day were cost analysis and revenue enhancement.
Mahomet Public Library Visit	Consultants met with Mahomet Public Library personnel to discuss next steps in strategizing budget and fundraising as a result of the tax rate defeat. Although the referendum for a building bond passed, additional monies to support a new library building were not approved.
LINC Policy Council	A meeting of LINC Policy Council was coordinated and held at the new Champaign Public Library.
PolyTalk	Michelle Ralston presented the PolyTalk library interpreters network project to Alliance Library System. Alliance staff were very excited about the project and committed to helping expand PolyTalk throughout Illinois.
FOIA Request	LTLS received and responded to an information request for public records under the Illinois Freedom of Information Act. The LTLS request was from a reporter from the Daily Illini newspaper. At the same time, several libraries in the Champaign County area also received a FOIA request from the News-Gazette.
Library Referenda	Several library referenda were on the ballot on February 5th. A bond referendum proposed by Mahomet PLD to raise \$3.3 million for construction of a new building passed. A second question proposed by Mahomet to increase the tax rate by 8 cents per hundred was defeated. Tax rate increase referenda proposed by Gilman PLD (7.5 cents per hundred) and Sheldon PLD (10 cents per hundred) also were defeated.
Library Visits	Champaign Public Library, Charleston Carnegie Public Library, Mahomet Public Library District, Mattoon Public Library

Statistical Summary For February 2008

Lincoln Trail Libraries System
March 17, 2008

	February 2008	February 2007	YTD FY2008	YTD FY2007
Automation/Technology				
Total Circulation	412,002	350,146	3,047,939	2,973,179
Media Mall Circulation	706	449	4,862	3,351
Holds Placed -- Online Libraries	53,262	45,770	383,838	361,587
Holds Placed - LINC Pac Requests	39,888	33,698	280,927	260,853
Bibliographic Records	795,116	852,250		
Holdings Records	2,405,903	2,238,578		
Patron Records	254,272	241,513		
LTnet Hours Scheduled	696	672	5,136	5,832
LTnet Hours Available	696	656	5,134.75	5,816
LINC Hours Scheduled	696	672	5,136	5,832
LINC Hours Available	696	656	5,135.25	5,813
Bibliographic Access				
Cataloging -- New Materials	2,180	1,794	16,977	21,101
Cataloging -- Retrospective	386	408	3,859	2,001
Authority Control-New Headings	0	24,090	5,419	39,833
Consulting				
Consulting and Staff Contacts	84	172	1,149	1,425
CE and Training				
Continuing Education Events	4	5	14	18
Continuing Education Attendance	50	60	391	192
Training Events	7	0	26	25
Training Attendance	38	0	160	129
Delivery				
Delivery Stops	972	1,006	8,823	8,456
Delivery Miles	11,720	11,967	106,421	107,601
Items Delivered	57,509	55,000	543,240	481,529
Items Picked Up	57,476		266,484*	
ILDS Items Received	2,048	1,672	13,997	14,656
ILDS Items Delivered	2,145	1,149	13,802	13,898
Interlibrary Loan - LINC				
In-System On-line Lending	57,882	52,900	448,209	425,821
Internet				
Visits to LTLS Web Site	108,096		886,742	
Visits to LTLS Blogs	4,274		31,152	
Visits to LINC Pac	326,117	204,939	2,488,963	1,607,900
Reciprocal Access				
Reciprocal Lending by online libraries	60,842	47,613	448,999	410,206
Reference				
FirstSearch™ Searches	125,894	65,059	791,309	468,292

*Items Picked Up reported starting November 2007

Financial Update For February 2008

Lincoln Trail Libraries System
March 17, 2008

Business Office Manager Highlights Attended System Drive-In Cost Analysis for Services at North Suburban Library System. Attended Southern System meeting at Shawnee Library System. Begin planning for Direct Deposit implementation of payroll

General Fund

Revenue:

- Overall revenue received so far is 70% of budget. February revenue was \$112,984. This includes a \$45,002 payment ISL for Area Per Capita grant. Interest income is 132% above budget at a total of \$40,881.

Expenses:

- Salary expense is for Library Professionals is \$28,951 under budget through February, due to one half time professional position is unfilled.
- Benefit expense is \$23,452 under budget through February. IMRF will remain under budget, as the rate for 2008 is slightly lower than anticipated. Health, Dental & Life insurance remains under budget.
- Building and Grounds expense is \$1111 under budget through February. Utilities is \$477 over budget, this line item is anticipated to be under budget amount with lower utilities cost in spring.
- Capital Outlay had one payment for Other Building & Grounds of \$26,436 to Earl Olson and Son for Ceiling Repair.

Automation Fund Revenues are \$57,057 over budget and expenses are \$8,205 under budget. The revenue for February was \$2,218. LTLS automation bills are sent out quarterly, January's total was \$95,827. The expenses were \$8,205 under budget; with February expenses were \$33,906.

Cooperative Service Fund Revenues are \$35,969 over budget due to Interest Income revenue was higher than originally anticipated. The revenue for February was \$4,647. The expenses are \$11,236 under budget, with February expenses at \$12,573.

Grants

- Federal LSTA Delivery Ramp Up Grant FY '08:
This grant of \$4,900 is for the preparation and transition to the new ILDS delivery system. Revenue of \$4,900 from ISL was recognized in February.
- Federal LSTA World Cat Local Grant FY '08:
This grant of \$144,540 is to develop a universal OPAC interface. Revenue of \$36,163.70 from ISL was recognized in February
- Federal LSTA Polytalk Expansion & Sustainability Grant FY '08:
This grant of \$80,000 is to provide access to interpretation services for Illinois libraries serving non-English speakers. Revenue of \$12,046.02 from ISL was recognized in February.
- Federal LSTA Archival Collection of World War II Grant FY'08:
This grant of \$18,028 is to digitize a collection of photos from the Octava Chanute Aerospace Museum. Revenue of \$18,028 from ISL was recognized in February.

Explanation of Calculations: The information above is from February financial statements and compares actual year-to-date expenses with annual budget amount divided by 12 and multiplied by 8 for the year-to-date budget amount through February.

Action Item

***Lincoln Trail Libraries System
March 17, 2008***

Action Item No.: 2008-18

Subject: Expenditure over \$10,000

Recommended by: Staff

Adopted:

In accordance with the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures.

SirsiDynix	Jan/June 08 Software/Hardware Maintenance	\$33,057.64
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Action Item

***Lincoln Trail Libraries System
March 17, 2008***

Action Item No.: 2008-19

Subject: Revision of Lincoln Trail Libraries System Bylaws

Recommended by: Staff

Adopted:

The staff recommends that the Board distribute the attached revision of the Lincoln Trail Libraries System Bylaws to LTLS member libraries for comment.

Note:

The revision includes 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.

LINCOLN TRAIL LIBRARIES SYSTEM BYLAWS

ADOPTED MAY 17, 1971
(REVISED APRIL, MAY, 1972)
(REVISED JANUARY, 1985)
(REVISED MARCH, 1991)
(REVISED MAY, 1995)
(REVISED SEPTEMBER, 1995)
(REVISED (DRAFT) MARCH, 2008)

ARTICLE I Name

The name of this organization shall be Lincoln Trail Libraries System, hereafter referred to as the System.

ARTICLE II Authority

The System derives its authority for operation as a cooperative multitype library system from The Illinois Library System Act (Illinois Revised Statutes c. 81Q 111et seq. [1983]) and operates in accordance with the most current Illinois Library System Act administrative rules.

ARTICLE III Vision and Mission

The System is a cooperative multitype library system serving academic, public, school, and special libraries in the East Central Illinois counties of Champaign, Clark, Coles, Douglas, Edgar, Ford, Iroquois, Piatt, and Vermilion. ~~The System is committed to excellence in library service through empowerment of library information partners and citizens~~envisioning a future where collaboration between libraries and organizations results in easy access to information anytime, anywhere (Vision). ~~The System facilitates and promotes collaboration and cooperation which empowers information agencies to improve and expand access to and delivery of information resources~~connects the people of East Central Illinois to information through cooperation (Mission).

ARTICLE IV Membership

Section 1. All academic, public, school, and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to apply for membership. ~~Member libraries in good standing at the time of revision of these bylaws shall remain members and are subject to meeting criteria outlined in the System's Membership Policy by July 1, 1997.~~

Section 2. There are two levels of membership: Full and Developmental. Full membership status is granted to libraries meeting Illinois ~~State~~ Library System Act criteria for developmental membership as well as additional criteria outlined in the LTLS Membership Policy. Developmental membership status is granted on an annual basis, renewable for up to three years, in accordance with the LTLS Membership Policy and Library System Act administrative rules.

Section 3. Libraries applying for Full or Developmental membership in the System are subject to the following minimum eligibility requirements, as defined in the Illinois Library System Act administrative rules, as well as additional requirements adopted by the Board of Directors and found in the Membership Policy:

Libraries must, in accordance with eligibility criteria established by the Illinois State Library, serve the basic information and library needs of their constituents through a bibliographically organized collection of library materials, and must have at least one employee who works at least fifteen hours per week as a librarian. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library.

Section 4. Applications for Full or Developmental membership in the System shall be in writing and in accordance with LTLS Membership Policy requirements.

Section 5. After membership review, if it is determined that an applying library does not meet Full or Developmental eligibility requirements, the library agency governing authority may appeal in writing to the Executive Director and Board of Directors within ~~sixty-three~~(60) days for reconsideration of eligibility.

Section 6. A library's Full membership status can be changed to Developmental status in accordance with the LTLS Membership Policy and Illinois Library System Act administrative rules.

~~Section 7. A library's membership may be suspended and subsequently terminated if the member fails to fulfill its System membership responsibilities outlined the LTLS Membership Policy. The suspension shall be effective upon the concurrence of the Illinois State Library pursuant to the Illinois Library System Act administrative rules.~~

Section 8Z. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the following year (the end of the System's fiscal year) and upon fulfillment of all outstanding obligations to the System.

ARTICLE V Board of Directors

Section 1. The System shall be governed by a Board of Directors of thirteen members.

Section 2. Membership on the Board of Directors shall be apportioned in the following manner:

- a. Public Library Trustee Directors
 1. At least 7 members of the Board shall be members of boards of Full membership public libraries in the System.
 2. The Trustee Director positions should reflect diverse geographic and population representation. Directors shall be representative of each of the following geographic locations and population groupings:

Champaign County Libraries
Vermilion County Libraries
Iroquois, Ford, and Piatt County Libraries
Douglas, Coles, Edgar, and Clark County Libraries
Libraries over 15,000 population
Libraries between 3,000 and up to 15,000 population
Libraries under 3,000 population

3. If no persons representing any of the above categories are willing to serve, Public Library Trustee Directors from other geographic or population groups may be elected at-large.
- b. Library Interest Directors
1. Six Directors, one each representing academic and public library interests and two each representing school and special library interests, shall be elected at large by the System Full member libraries. Each Library Interest Director must be a member of the governing Board of a Full member library or an official specifically empowered by the library-governing Board to represent it~~executive-level employee of the full member library or agency.~~

Section 3. Election

- a. Directors shall be elected for staggered 3 year terms.
- b. Directors shall be elected by mail ballot to the official Full member library representatives as defined in the System Standing Rules, from a slate presented by the Board Nominating Committee. All member libraries are eligible to cast one vote. Additional names may also appear on the ballot if representatives of at least ten libraries sign petitions on behalf of a qualified candidate.

Section 4. Terms of Office

- a. System Board of Directors terms are effective from ~~July~~October 1 of the year and continue through ~~June~~September 30 of the third following year.
- b. No more than one Director at a time from any Full member library may serve on the Board.
- c. No Director shall be permitted to serve on the System Board for more than six years unless two years have elapsed since Director's sixth year of service.

Section 5. If a director resigns or for other reasons cannot complete a term, a replacement will be selected in the following manner:

- a. Vacant Library Director positions will be filled by Board Executive Committee appointment if less than one year remains in the three-year term. If more than one year remains in the unexpired term, the Board Executive Committee will appoint a Director to serve until the next election, at which time a Director will be elected by ballot to serve the remainder of the unexpired term.

Section 6. The members of the Board of Directors shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7. No member of the System Board of Directors shall receive compensation or profit directly or indirectly from any business conducted with the System in accordance with the established System Policies.

Section 8. All records and accounts of the System shall be kept in the System office and in the custody of the Executive Director in the System office or in a Board-approved remote storage location. All such records and accounts shall be open to the inspection and use of all members of the Board of Directors at all reasonable times.

Section 9. The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act.

ARTICLE VI Officers

Section 1. The officers of the Board of Directors shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The election of officers shall be held at the ~~annual~~ September meeting. The officers shall be elected in the following manner:

- a. The Board Nominating Committee shall present its slate of candidates to the Board.
- b. Additional nominations may be made from the floor by any director.
- c. In no case will any person be nominated without the consent of such person.
- d. The directors shall then vote for candidates for the offices of President, Vice-President, Secretary, and Treasurer.

Section 3. In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President, and the Board shall elect one of its members to the office of Vice-President for the remainder of the term. In the event other offices become vacant the Board shall elect one of its members for the remainder of the term.

Section 4. The officers shall be elected for one year, and no officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

Section 5. Unless otherwise specified, the duties of the officers shall comply with those provided in Robert's Rules of Order, latest edition, and as prescribed by the Illinois Library System Act.

ARTICLE VII Meetings

Section 1. At the beginning of each fiscal year, the Board shall determine a regular monthly meeting date and time and give appropriate notice to the membership and the public. A minimum of ten meetings shall be held each year.

Section 2. Special meetings may be called by the President or upon the request of three members of the Board of Directors. Notice will be given of the purpose of such meetings and no other business shall be conducted at such meetings.

Section 3. A majority of the Directors shall constitute a quorum for the conduct of business of the Board.

Section 4. Non-attendance of a member of the Board of Directors for three (3) consecutive regular meetings without an acceptable reason shall be regarded as a resignation of that Director.

Section 5. All meetings shall be conducted in compliance with the Illinois Open Meetings Act.

ARTICLE VIII Committees

Section 1. The President, Vice-President, Secretary, and Treasurer shall constitute the Executive Committee to consider business between regularly scheduled meetings and shall be prepared to bring the findings and recommendations to the Board of Directors.

Section 2. A Nominating Committee to nominate members of the Board according to Article V, Section 2. shall be appointed by the President to be ratified by the Board of Directors.

Section 3. The business of all committees shall be concerned with the formulation of policy for the System. The implementation of policy shall be the responsibility of the Executive Director of the System.

ARTICLE IX Administration

There shall be an Executive Director of the System who shall be responsible for the administration of the System. The Executive Director shall be considered the chief executive officer of the System to implement the established System Policies.

ARTICLE X Parliamentary Authority

The rules contained in Robert's Rules of Order, latest edition, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A Parliamentary Advisor may be appointed by the President.

ARTICLE XI Amendments

These bylaws may be amended by a vote of two-thirds (2/3) of the entire Board members at a regular meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with ~~copies sent~~ notice to all member libraries.

Action Item

**Lincoln Trail Libraries System
March 17, 2008**

Action Item No.: 2008-20

Subject: Revision of LTLS Personnel Policy

Recommended by: Staff

Adopted:

Staff Recommendation:

The staff recommends that Section V: Benefits (Sick Leave) of the Personnel Policy be revised as follows (revised part is underlined):

At retirement, LTLS will pay for one-half of the employee's accumulated sick leave, up to a maximum of 60 working days (450 hours).

An employee who has submitted a formal letter of retirement may request payment for their accumulated sick leave to be paid in equal installments up to a maximum 6 months prior to the retirement date. Payments for accumulated sick leave are made as part of the employee's regular compensation. A request for installment payments for accumulated sick leave must be made in writing to the Executive Director. The Executive Director may approve such requests provided that: 1) no payment for accumulated sick leave shall be paid more than 6 months prior to the planned retirement date; and 2) the employee's sick leave balance must be adequate to cover any unexpected sickness through the employee's retirement date.

Note:

The Personnel Policy currently provides for the payment of a portion of accumulated sick leave upon retirement. Currently such payments are made as a lump sum payment upon retirement. The proposed change will enable the Executive Director to pay accumulated sick leave in multiple payments up to six months prior to retirement provided that the employee has adequate sick leave to cover any unanticipated sickness before their retirement.