

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