

DRAFT

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

DATE: February 16, 2009

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Rosanne Reidner, PresidentOgden
Allen Lanham, Vice President.....Charleston
James P. Quisenberry, TreasurerUrbana
Janet Hasten, SecretaryChampaign
Janet Cler.....Tolono
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Champaign
Lavonne GillespieAshkum
Cynthia HelmsUrbana
Donna Miner.....Rantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Rochelle FunderburgChampaign
Susan NorrisUrbana

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Pat Boze, Consultant
Michelle Ralston, Consultant
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Ramona Rollins, Business Office Manager
David Lottes, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

February 16, 2008

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 December 15, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

508 Check Nos. 48910 through 48965

508.1 ACH Direct Deposit

508.2 Check Nos. 1116 through 1125

- Schedules of Activity

509.3 Illinois Funds-Money Market Fund

509.4 The Illinois Funds-Prime Fund

509.5 Main Street Bank and Trust Grant Account

509.6 Illinois Funds OCLC Account

509.7 Main Street Bank and Trust OCLC Checking

509.8 Illinois Funds OCLC Prime Investment

Investment Summary as of December 31, 2008

Petty Cash as of December 31, 2008

- Schedules of Checks

510 Check Nos. 48966 through 48018

510.1 ACH Direct Deposit

510.2 Check No. 1126 through

- Schedules of Activity

510.3 Illinois Funds-Money Market Fund

510.4 The Illinois Funds-Prime Fund

510.5 Main Street Bank and Trust Grant Account

510.6 Illinois Funds OCLC Account

510.7 Busey OCLC Checking

510.8 Illinois Funds OCLC Prime Investment

Investment Summary as of January 31, 2009

Petty Cash as of January 31, 2009

- Income Statements/Balance Sheets: December 2008

All Funds Balance Sheet

All Funds Income Statement

General Fund Balance Sheet

General Fund Income Statement

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Automation Fund Balance Sheet
Automation Income Statement
Cooperative Service Fund Balance Sheet
Cooperative Service Income Statement

•Income Statements/Balance Sheets: January 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; Mr. Quisenberry seconded the motion. A roll call vote was taken:

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

No – None

PUBLIC COMMENTS - none

PRESIDENT’S REPORT - Ms. Reidner brought copies of a recent news article published in USA Today. The Article addressed the role of libraries during the economic downturn. Ms. Ison commented that this kind of evidence regarding the role of libraries in tough economies is becoming less anecdotal as more statistics reflecting the trend become available.

DIRECTOR’S REPORT – Jan Ison

Ms. Ison reported on an experience she had with a library patron who is excited about using MyMediaMall to download audio books. This contact occurred in a social setting and was a terrific example of a patron becoming a public advocate for system services. All statistics increased with the exception of the delivery statistics due to interruptions in delivery due to bad weather. Ms. Ison continues to evaluate LTLS delivery. While accompanying a driver on a route in winter weather conditions Ms. Ison witnessed first hand the difficulty some libraries have maintaining a clear drop off point for delivery. Ms. Boze reported on the use of community drop off sites in four LTLS delivery locations. Ms. Miner is participating in a community drop off site and has had an increase in Interlibrary loan as a result of this cooperative effort. Communities participate in this program on a voluntary basis and choose their own location for drop off. Ms. Ison noted that Ms. Sheryl Snyder, Director of the Charleston Carnegie Public Library, was named citizen of the year by the Charleston Chamber of Commerce and reminded the board that the Charleston Carnegie Public Library will be having a grand opening in March. Ms. Ison reported that LTLS is in the process of internally evaluating a text messaging service for use with member notifications. Ms. Ison was pleased to announce to the board that OCLC will be adding three new databases to FirstSearch in the coming weeks. Those academic libraries who have already paid for a subscription to these databases will receive a credit on their OCLC account. The

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databases include, ArchiveGrid, CAMEO, and OAlster. This represents a significant savings to libraries who had previously subscribed to these databases.

COMMITTEE REPORTS -

Membership Committee

• Action Item No. 2009-23 Membership Review - Continued Eligibility with Concerns

• The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2008 Annual Profile Summaries and membership eligibility during its meeting on February 16, 2009. The following libraries were determined eligible for continuing membership with concerns, based on FY2008 Annual Profile Summary data.

- A. Herr Smith & E.E. Smith Loda Township Library (fiscal resources)
- Carle Foundation Hospital Library (fiscal resources)
- Community Unit School District #6 of Edgar County (staff)
- Jamaica Community Unit School District #12 (staff)
- Kansas Community Unit School District #3 (staff)
- Tolono Public Library District (fiscal resources)

The Board was unanimously in favor of the motion.

• Action Item No. 2009-24 Membership Review - Continued Eligibility

• The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2008 Annual Profile Summaries and membership eligibility during its meeting on February 16, 2009. The following libraries were determined eligible for continuing membership with no concerns, based on FY2008 Annual Profile Summary data.

- Armstrong Township High School
- Asian Educational Media Services
- Charleston Carnegie Public Library
- Danville Public Library
- Goose Creek Township Library
- Oakwood Public Library District
- Oakwood School
- Parkland College Library
- Provena United Samaritans Medical Center Library
- Sheldon Public Library District
- Shiloh Community Unit School District #1
- Tolono Unit 7 School District
- UIC Library of the Health Sciences-Urbana
- University of Illinois Library
- VA Illiana Health Care System
- Watseka Public Library

The Board was unanimously in favor of the motion.

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•Action Item No. 2009-25 Membership Change - Potomac Public Library

LTLS received a letter from the Board President of the Potomac Public Library, indicating that this library is discontinuing its membership in Lincoln Trail Libraries System effective January 31, 2009. The library is faced with an extreme budget situation, with no future improvement expected, and can no longer afford to hire staff for the library.

The LTLS Membership Committee regretfully recommends that this long-time member of LTLS be removed from the list of LTLS member libraries.

The Board was unanimously in favor of the motion.

ILLINOIS STATE LIBRARY REPORT - Karen Egan

Ms. Egan submitted a written report for December and January of 2008.

UNFINISHED BUSINESS

•Professional Development & Consulting Standards

The board was provided with a draft of the standards including comments from LTLS staff. The staff of Lincoln Trail encourages the board members to visit WebJunction Illinois and make their own comments on the standards.

•Trustee Newsletter

LTLS has set up an account with Constant Contact and will be sending out the first electronic Trustee Newsletter. The Newsletter includes a link to provide LTLS with comments and suggestions for future content.

NEW BUSINESS

•Action Item No. 2009-22 Expenditures Over \$10,000.00

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

A.	SirsiDynix	2 nd installment of FY09 Hardware/Software Maintenance	\$ 37,662.51
B.	Ebsco	2 nd installment of FY09 NoveList	\$ 65,219.50
C.	LTLS-OCLC	FY09 Wilson Select payment	\$189,650.00

Ms. Hasten moved to approve Action Item No. 2009-22; Ms. Erickson seconded the motion. A roll call vote was taken:

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

No – None

•HB0793 Open Meetings-Physical Quorum

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The board was presented with a copy of House Bill 0793 and asked to help find supporters in their individual communities. The bill would make it possible for Illinois Library Systems to conduct meetings without a physical quorum. This means the systems could employ technologies like conference calls and teleconferencing allowing them to save on the cost of travel and more easily coordinate meetings.

DISCUSSION/PLANNING

ANNOUNCEMENTS

Ms. Trame announced that the Mattoon Middle School Student Reading Committee has chosen the book "Rules" by Cynthia Lord as their book for this year's "Read to Read Across Mattoon!" literacy challenge. Ms. Trame presented all present at the meeting with a copy of the book and comment cards.

Ms. Miner announced that her library applied for and received a grant to help with their celebration of President Lincoln's birthday. The event included an actor who portrayed President Lincoln, games and refreshments. The event was attended by over 300 members of the local community the only disappointment was the lack of attendance by any representative of the local media.

Mr. Lanham announced the arrival of the latest exhibit at the EIU Booth Library. "Wrapped in Pride: Ghanaian Kente and African American Identity" includes a collection of authentic African textiles, guest speakers, a film and a workshop. Mr. Lanham passed out a booklet and shared instructions with board members on how to bring the exhibit to their libraries.

ADJOURNMENT

Ms. Erickson moved to adjourn the meeting; Mr. Drone-Silvers seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 9:10 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, December 15, 2008.

Rosanne Reidner, President

Janet Hasten, Secretary