

DRAFT

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

**DATE:** April 17, 2006

**TIME:** 7:00 P.M.

**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

Nina Pals, President .....Altamont  
James P. Quisenberry, Vice President .....Urbana  
Allen Lanham, Treasurer.....Charleston  
Laura Barnes, Secretary .....Champaign  
Jennie Cisna.....Mattoon  
Garold Eaglin.....Marshall  
Paula Kaufman.....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul  
Rosanne Reidner.....Ogden  
Anieta Trame .....Mattoon  
Kathy Wickline.....Champaign

**MEMBERS NOT PRESENT:**

Rochelle Funderburg .....Champaign

**OTHERS PRESENT:**

Vandella Brown, Illinois State Library .....Springfield  
LTLS Staff .....Champaign  
Jan Ison, Executive Director  
Amani Ayad, Diversity Consultant  
Pat Boze, Consultant  
Mary Dry, Business Manager  
Amanda McKay, Diversity Consultant  
Joe Sciacca, Consultant  
Randi Weiss, Consultant-Library Interpreters Network  
Karen Wilkinson, Communications Manager

DRAFT

## MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

April 17, 2006

The meeting was called to order at 7:00 p.m. Roll call was taken with 12 members present, 1 absent.

### **CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the March 20, 2006 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

476 Check Nos. 46557 through 46684

476a Check Nos. 46784 through 46785

476.1 Check Nos. 32951 through 33046

476.2 OCLC Check Nos. 1019 through 1022

- Schedules of Activity

476.3 Illinois Funds-Money Market Fund

476.4 The Illinois Funds-Prime Fund

476.5 Main Street Band and Trust Grant Account

476.6 Illinois Funds OCLC account

Investment Summary

Petty Cash Report as of April 4, 2006

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

Yes – Barnes, Cisna, Eaglin, Kaufman, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame, Wickline, Pals

No – None

### **PRESIDENT'S REPORT** – Nina Pals

Ms. Pals reported that she attended a meeting of the System Presidents and Directors on April 4, 2006. Staff from the Secretary of State's budget office spoke; the Secretary has announced that he will have a zero growth budget. Other discussion was held on statistics and the desire to measure the impact libraries have and the desire to keep the culture of cooperation that we have now. "Real ID" (federally approved ID cards for all Americans) will be done in the next two years and will be paid for by the Secretary of State.

### **DIRECTOR'S REPORT** - Jan Ison

Ms. Ison reviewed the monthly reports, highlighting Illinois Library Day, Instant Messaging, the work of the ILLINET OCLC Pricing Committee, AskAway Statewide Virtual Reference Service, and the diversity grant programs—Poverty Simulator and the Diversity Forum. She showed the Board a mockup of a PolyTalk kit, part of the Library Interpreters Network grant, that would be used by library staff for initial

conversations with non-English-speaking patrons. Staff will “shop it around” to libraries for their suggestions. Ms. Ison announced that LTLS will receive \$48,000 from the Illinois State Library to be used to bring eight libraries online by June 2007.

**COMMITTEE REPORTS**

**Budget/Finance Committee**

Allen Lanham presented the following action items:

- Action Item No. 2006-11 Authorization of Single Signature for checks to Health Alliance

Due to increased costs and increased staff for grant projects, the monthly health insurance costs are over \$10,000.00. The Finance and Investment Policy limit for the Executive Director to sign checks is \$10,000.00.

The Lincoln Trail Libraries System Board of Directors Budget/Finance Committee recommends that each year the Board of Directors review and approve the health insurance contract for the year. The Executive Director would then be authorized to sign the monthly health insurance checks, which would eliminate the need to have the Board of Directors sign a check each month. For FY2006 the annual Health Insurance Costs are \$131,244.00 and the LTLS Board of Directors authorizes the LTLS Executive Director to pay these on a monthly basis.

A roll call vote was taken:

Yes – Barnes, Cisna, Eaglin, Kaufman, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame, Wickline, Pals  
 No – None

- Action Item No. 2006-12 FY2006 Budget Revision and Fund Designations

The LTLS Budget/Finance Committee has reviewed the staff proposed budget amendments and recommends confirmation of the Budget/Finance Committee’s approval of the following FY2006 budget expense and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

<b>Fund</b>	<b>Expenses</b>	<b>Designations</b>	<b>Estimated Revenue (Informational Purposes Only)</b>
General Fund	\$ 915,139	\$274,608	\$ 825,219
Cooperative Service Fund	\$ 94,769	\$135,000	\$ 92,777
Automation Fund	\$ 464,369	\$121,153	\$ 354,852
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$358,993	
ILLINET/OCLC			\$5,000,000
<b>TOTAL</b>	<b>\$1,474,277</b>	<b>\$1,093,235</b>	<b>\$6,272,848</b>

## **DRAFT**

A roll call vote was taken:

Yes – Barnes, Cisna, Eaglin, Kaufman, Kreider, Lanham, Miner, Quisenberry, Reidner, Trame, Wickline, Pals

No – None

### **Membership Committee**

Laura Barnes presented the following action items:

- Action Item No. 2006-13 Membership Review – Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2005 Annual Profile Summaries and membership eligibility during its meeting on April 3, 2006. The following libraries were determined eligible for continuing membership with no concerns, based on their FY2005 Annual Profile Summaries: Illinois Fire Service Institute; Piper City Public Library District; U.S. Army Construction Engineering Research Laboratories Library; University of Illinois at Chicago, Library of the Health Sciences – Urbana; Villa Grove CUSD #302.

- Action Item No. 2006-14 Membership Review – Continued Eligibility with Concerns

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2005 Annual Profile Summaries and membership eligibility during its meeting on April 3, 2006. The following libraries were determined eligible for continuing membership with concerns, based on their FY2005 Annual Profile Summaries: Bement CUSD #5, Gibson City-Melvin-Sibley CUSD #5, Jamaica CUSD #12.

The Board was unanimously in favor of Action Item No. 2006-13 and Action Item No. 2006-14.

- Action Item No. 2006-15 Membership Status Change – Iroquois West CUSD #10

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the FY2005 Annual Profile Summary data for Iroquois West CUSD #10 at its meeting on April 3, 2006. The Membership Committee recommends that the membership level of this agency be changed to a Developmental Member library with concerns about staffing and bibliographic access. LTLS consulting staff will work with this agency to determine a plan for reaching full membership status in the future.

Discussion was held on what steps LTLS takes to assist Developmental Members in meeting requirements for full membership status. LTLS will document this procedure, and Action Item No. 2006-15 will be on the agenda for the next Board meeting.

- Action Item No. 2006-16 LTLS Affiliate Agency Policy Revisions

At its meeting on April 3, 2006, the LTLS Membership Committee reviewed revisions to the LTLS Affiliate Agency Policy and agreed this revised policy be presented to the Board. Because the Affiliate Agency Policy is an administrative policy, it does not require review and comment by the member libraries.

DRAFT

Major revisions to the policy include changes to the definition of Affiliate Agency and a streamlining of the process for joining and maintaining membership in the Affiliate Agency designation.

The Board was unanimously in favor of Action Item No. 2006-16.

**ILLINOIS STATE LIBRARY REPORT** – Vandella Brown

Ms. Brown reported that the Illinois State Library is working on their strategic plan. She announced the following deadlines: System Area and Per Capita Applications-June 2, 2006; LSTA letters of intent-April 19, 2006, full proposals-May 19, 2006; and NoveList/NoveList K-8 enrollment-September 1, 2006. She noted the following events: “Lost Boys of Sudan” diversity program-May 5, 2006, Cultural Competency program-June 8, 2006, and Small Public Library Management Institute-June 4-9, 2006.

**UNFINISHED BUSINESS** – none

**NEW BUSINESS** – none

**DISCUSSION/PLANNING**

As requested by the Board at their March meeting, Ms. Ison gave a presentation on Resource Sharing and asked for comments and suggestions for improving the presentation for use at library board meetings. A lengthy discussion was held on the information and statistical charts presented.

**ANNOUNCEMENTS** - none

**ADJOURNMENT**

Ms. Miner moved to adjourn the meeting; Ms. Kreider seconded the motion. All were in favor of the motion and the meeting was adjourned at 9:20 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Wednesday, May 31, 2006.

---

Nina Pals, President

---

Laura Barnes, Secretary