

DRAFT

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

DATE: April 21, 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
Janet HastenMarshall
Cynthia HelmsUrbana
Sharron KreiderAshkum
Anieta TrameMattoon

MEMBERS NOT PRESENT:

Rochelle FunderburgChampaign
Donna MinerRantoul

OTHERS PRESENT:

LTLS StaffChampaign
Jan Ison, Executive Director
Michelle Ralston, Consultant
Ramona Rollins, Business Office Manager
Joe Sciacca, Consultant
Vanessa Whippo, Consultant
Karen Wilkinson, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

April 21, 2008

President James Quisenberry called the meeting to order at 7:05 p.m. Roll call was taken with 10 members present, 2 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the March 17, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

500 Check Nos. 48269 through 48322

500.1 Check Nos. 34504 through 34531

500.2 Check Nos. 1089 through 1091

- Schedules of Activity

500.3 Illinois Funds-Money Market Fund

500.4 The Illinois Funds-Prime Fund

500.5 Main Street Bank and Trust Grant Account

500.6 Illinois Funds OCLC Account

500.7 Main Street Bank and Trust OCLC Checking

500.8 Illinois Funds OCLC Prime Investment

Investment Summary as of March 31, 2008

Petty Cash Report as March 31, 2008

- Income Statements/Balance Sheets: March 2008

A roll call vote was taken to approve the Consent Agenda:

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

No – None

(Ms. Helms was not present for the vote on the Consent Agenda.)

PUBLIC COMMENTS - none

PRESIDENT'S REPORT - James Quisenberry

Mr. Quisenberry reported that the Technology Committee had a very productive meeting.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison reported that the ceiling tiles/lighting project continues. She said that photos taken by staff have been framed and hung in the Board room. Staff continue to clean areas where the ceiling is finished and also pitched in to catch up with delivery sorting. She reviewed the monthly reports, highlighting the southern Systems visit to LTLS, FY 2009 OCLC pricing, establishment of direct deposit

for LTLS staff, demonstration of Aquabrowser, new LINC online members Paris Carnegie Public Library and Mattoon Middle School Library, and opening up PolyTalk subscriptions to any library in the U. S. A discussion followed regarding the handling of delivery items multiple times and book sorting for the delivery bags. Ms. Trame requested that guidelines for packing bags be prepared for libraries.

COMMITTEE REPORTS

Budget/Finance Committee

- Action Item No. 2008-21 FY2008 Budget Revision and Fund Designations

The Budget/Finance Committee recommends approval of the following FY2008 budget expenses and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only.)

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 937,398	\$280,521	\$ 825,219
Cooperative Service Fund	\$147,388	\$229,456	\$ 110,078
Automation Fund	\$461,278	\$251,046	\$ 439,402
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$373,214	
ILLINET/OCLC			\$5,000,000
Special Revenue Funds	\$429,750		\$429,750
TOTAL	\$1,867,872	\$1,337,718	\$6,754,449

A roll call vote was taken to approve Action Item No. 2008-21:

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

No – None

- Action Item No. 2008-22 Salary and Hourly Pay Grade Schedule Revision

In accordance with the recommendation of the 1995 LTLS Compensation Program study accepted by the Board, the staff reviewed the LTLS Salary and Hourly Pay Grade Schedule in relation to annual Consumer Price Index trends. Since the February 2008 CPI indicates a 4.0% increase over the February 2007 CPI, the Budget/Finance Committee recommends adoption of the proposed revised Salary and Hourly Pay Grade Schedule below, which is based on a 4.0% increase of all salary and hourly pay grade mid-points. The revised pay grade schedule will be effective July 1, 2008.

Pay Grade	Position	Minimum	Midpoint	Maximum
7	Executive Director	\$ 66,023	\$ 88,031	\$ 110,038
6	Associate Director	\$ 53,679	\$ 71,572	\$ 89,465
5	Consultant II	\$ 43,467	\$ 57,956	\$ 72,445
4	Consultant I	\$ 34,941	\$ 46,588	\$ 58,235
3	Manager	\$ 27,822	\$ 37,097	\$ 46,371
2	Database & Resource	\$ 11.22	\$ 14.97	\$ 18.71

	Assistant II Office Assistant II			
1	Office Assistant I Database & Resource Assistant I Distribution & Maintenance Asst.	\$ 8.70	\$ 11.61	\$ 14.51

A roll call vote was taken to approve Action Item No. 2008-22:

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

No – None

•Action Item No. 2008-23 Retirement Payout of Sick Leave

The Budget/Finance Committee reviewed the liability associated with paying out sick leave benefits over a period of 3 and 6 months at their meeting on April 7, 2008. The committee is continuing the review but recommends that the Executive Director approve the request of Karen Wilkinson to pay out sick leave per the personnel policy over a three-month period beginning in April, with the understanding that she is retiring June 30, 2008. The committee recommends this as a one-time action and it should not be considered a precedent for other employees who retire. The committee will continue to look at financial implications for a policy addressing such payouts as a standard benefit.

A roll call vote was taken to approve Action Item No. 2008-23:

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

No – None

Membership Committee

•Action Item No. 2008-24 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 April 21, 2008. Seventeen 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. 2008-24.

•Action Item No. 2008-25 Membership Review – Continued Eligibility with Concerns

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2007 Annual Profile Summaries and membership eligibility during its meeting on April 21, 2008. Eleven libraries were determined eligible for continuing membership with concerns, based on their FY2007 Annual Profile Summaries.

The Board was unanimously in favor of Action Item No. 2008-25.

•Action item No. 2008-26 Membership Change – National Council of Teachers of English; Schlarman High School, Thomasboro Grade School, Hoopston CUSD #11

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National Council of Teachers of English

LTLS has received information from the National Council of Teachers of English, indicating that this institution no longer has a library or library staff or plans to add such staff or a library in the future. The LTLS Membership Committee regrestfully recommends that this long-time member of LTLS be removed from the list of LTLS library members. The National Council of Teachers of English organization would like to become an Affiliate Agency of Lincoln Trail Libraries System. The LTLS Membership Committee also recommends this action be approved.

Schlarman High School, Thomasboro Grade School, Hoopeton CUSD #11

In an action item dated May 29, 2007, the LTLS Membership Committee asked that these 3 agencies respond to ongoing concerns about their Developmental Member status by June 30, 2007. No response has been submitted by these agencies to correct or show progress in addressing ongoing issues of concern. Therefore, the Membership Committee recommends that the Developmental membership of these 3 agencies be rescinded.

The Board was unanimously in favor of Action Item No. 2008-26.

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti submitted a written report for April 2008 and highlighted the State Library Strategic Plan for 2008-2011, free recycled computers, May 12 deadline for LSTA grant applications, public library per capita grant workshops, and the submission of public library annual reports using the web-based program called "Collect."

UNFINISHED BUSINESS

•Action Item No. 2008-19 Revision of Lincoln Trail Libraries System Bylaws

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.

This action item was tabled at the March 17, 2008 Board of Directors meeting. Ms. Barnes moved to "unable" Action Item No. 2008-19; Mr. Drone-Silvers seconded the motion. The Board was unanimously in favor of the motion. The Board was unanimously in favor of approving Action Item No. 2008-19 with one change to the Bylaws: Article V, Section 3, item b., "ballot" instead of "mail ballot." With the change, item b. will read, "Directors shall be elected by ballot"

•Action Item No. 2008-20 Revision of LTLS Personnel Policy

This action item was tabled at the March 17, 2008 Board of Directors meeting. Mr. Lanham moved to "unable" Action Item No. 2008-20; Ms. Barnes seconded the motion. Ms. Ison withdrew Action Item No. 2008-20 from consideration by the Board.

NEW BUSINESS - none

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DISCUSSION/PLANNING

The LTLS Technology Committee met on April 14, 2008. The suggestion was made to ask for technology service information in the LTLS Annual Profile Summary in order to track the progress of our libraries in the technology area. A statewide e-resources survey was done recently, and that information will be available to the Committee.

ANNOUNCEMENTS

Ms. Ison said that the May 2008 Board meeting date will be changed from May 19 to May 27. She asked for volunteers to attend the LTLS budget meeting at the State Library as Mr. Quisenberry cannot attend. Mr. Lanham, Ms. Barnes, and Ms. Hasten said they could attend. Ms. Ison will email the meeting date.

ADJOURNMENT

Ms. Trame moved to adjourn the meeting; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:45 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, May 27, 2008.

James Quisenberry, President

Laura Barnes, Secretary