

DRAFT

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

DATE: **October 18, 2004**

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

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

MEMBERS PRESENT:

Nina Pals, President Altamont
James P. Quisenberry, Vice President Urbana
Garold Eaglin, Secretary Marshall
Laura Barnes Champaign
Sharron Kreider Ashkum
Allen Lanham Charleston
Susan McKinney St. Joseph
Donna Miner Rantoul

MEMBERS NOT PRESENT:

Carolyn Adkins, Treasurer Charleston
Emily Turner Condill Homer
Rochelle Funderburg Champaign
Paula Kaufman Urbana
Richard Lutz Mansfield

OTHERS PRESENT:

Vandella Brown, Illinois State Library Springfield
Philippe Cantie, Librarian France
LTLS Staff Champaign
 Jan Ison, Executive Director
 Kim Fraser, Business Manager
 Maria Nowak, Consultant
 Donna Schaal, Consultant
 Joe Sciacca, Consultant
 Amy Weber, Consultant
 Karen Wilkinson, Communications Manager

DRAFT

MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
October 18, 2004

President Nina Pals called the meeting to order at 7:00 p.m. Roll call was taken with eight members present, five absent. Ms. Ison introduced Maria Nowak, the new LTLS cataloging consultant.

AUDITOR'S REPORT

Karl Drake of Bray, Drake, Liles and Richardson LLP presented the FY2004 audit for the year ending June 30, 2004. He stated that there were no problems and pointed out some differences in the presentation from previous years in accordance with the Governmental Accounting Standards Board (GASB).

Ms. Ison presented the following action item:

- Action Item No. 2005-5 FY2004 Audit

The LTLS Budget/Finance Committee met on September 27, 2004 at 7:00 p.m. to examine a draft copy of the FY2004 audit presented by Karl Drake of Bray, Drake, Liles and Richardson LLP. The Committee recommends that the Board of Directors accept the audit for the year ending June 30, 2004.

Mr. Eaglin moved to approve the recommendation; Ms. McKinney seconded the motion. A roll call vote was taken:

Yes – Barnes, Eaglin, Kreider, Lanham, McKinney, Miner, Pals, Quisenberry
No – None

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the August 16, 2004 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

457 Check Nos. 45321 through 45383
457.1 Check Nos. 31253 through 31305

- Schedules of Activity

457.2 Illinois Funds–Money Market Fund
457.3 The Illinois Funds–Prime Fund
457.4 Bank Illinois Grant Account
457.5 Illinois Funds OCLC account
Investment Summary

- Schedules of Checks

458 Check Nos. 45384 through 45447
458.1 Check Nos. 31306 through 31359

- Schedules of Activity

458.2 Illinois Funds–Money Market Fund
458.3 The Illinois Funds–Prime Fund
458.4 Bank Illinois Grant Account

DRAFT

458.5 Illinois Funds OCLC account
Investment Summary
Petty Cash Report as of October 11, 2004

Ms. McKinney moved to approve the Consent Agenda; Mr. Lanham seconded the motion. A roll call vote was taken:

Yes – Barnes, Eaglin, Kreider, Lanham, McKinney, Miner, Pals, Quisenberry
No – None

PRESIDENT'S REPORT – Nina Pals

Ms. Pals reported that she attended the System Presidents and Directors meeting in Springfield and was interested to learn about some of the programs and services of other systems.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison congratulated Mr. Lanham, who currently serves as president of the Illinois Library Association, for a very successful ILA conference and the “Exploring Illinois Libraries Exhibit” showing the history of Illinois libraries. She announced that LTLS received a \$90,000 LSTA grant for a project called “Diversity and Cultural Competency in Rural Libraries.” She referred to the Executive Director, Consultants, and Statistical reports for August and September and highlighted some of the activities such as Book Market @ the Square, CLaSS, the CD Giveaway, WebReporter, and Board member library visits.

COMMITTEE REPORTS

Budget/Finance Committee

Ms. Ison presented the following action item:

- Action Item No. 2005–6 FY2005 Budget Revision and Fund Designations

The budget amendment proposed by the LTLS staff adds FY2004 encumbrances to the General Fund expenses. 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 FY2005 budget expenses and designations by fund. (NOTE: Presentation of the estimated revenue is for information purposes only).

Fund	Expenses	Designations	Estimated Revenue (Information Purposes Only)
General Fund	\$879,242	\$277,260	\$825,219
Cooperative Service Fund	\$ 84,338	\$110,000	\$ 89,022
Automation Fund	\$319,996	\$ 39,547	\$364,020
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$425,428	
Special Revenue Funds	\$281,640	\$151,621	\$105,652
ILLINET/OCLC	\$5,000,000		\$5,000,000
TOTAL	\$6,565,216	\$1,207,337	\$6,383,913

DRAFT

Ms. Kreider moved to approve the recommendation; Ms. McKinney seconded the motion. A roll call vote was taken:

Yes – Barnes, Eaglin, Kreider, Lanham, McKinney, Miner, Pals, Quisenberry
No – None

Membership Committee

Ms. Barnes presented the following action items:

- Action Item No. 2005–7 Membership Review – Continued Eligibility

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2004 Annual Profile Summaries and membership eligibility during its meeting on October 4, 2004. Forty-five libraries were determined eligible for continued membership, based on their FY2004 Annual Profile Summaries.

- Action Item No. 2005–8 Membership Review – Eligibility with Concerns

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed FY2004 Annual Profile Summaries and membership eligibility during its meeting on October 4, 2004. Referring to eligibility criteria as outlined in the System Membership Policy, the Committee determined that 21 libraries are eligible for continued membership but will be asked to work with System consulting staff in the coming months to address specific steps for developing a plan for meeting membership status eligibility not yet met. Areas of specific concern center around not meeting the membership criteria categories of a) fiscal resources, b) staffing, c) bibliographic access, d) facilities/equipment, and e) hours of service/access.

- Action Item No. 2005–9 Membership Status – Giertz Education Center at Krannert Art Museum

The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the FY2004 Annual Profile Summary data for Giertz Education Center at Krannert Art Museum at its meeting on October 4, 2004. The Membership Committee recommends that the membership level of this agency be changed to a Full Member library as a result of increased bibliographic access through joining LINC.

Ms. McKinney moved to approve Action Item Nos. 2005–8, 2005–9, and 2005–10. Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

ILLINOIS STATE LIBRARY REPORT – Vandella Brown

Ms. Brown reported that the state budget has been settled. She said that LSTA grants have been awarded. She talked about the following upcoming events: "Empowering Library Staff to Meet the Needs of the Spanish Speaking Community," December 9 at Rolling Prairie Library System and December 16 at North Suburban Library System; "Essential Elements of ILLINET Member Library Resource Sharing" to be presented at each regional library system; and the last session of Synergy: The Illinois Library Leadership Initiative for this year, November 16–18 (applications for next year are due November 12).

UNFINISHED BUSINESS – none

NEW BUSINESS – none

DRAFT

DISCUSSION/PLANNING

Ms. Ison reviewed a LINC PowerPoint presentation that she gave at the System Presidents and Directors meeting. She demonstrated the LINC Catalog, the Kids Catalog, WebReporter, WebFeat, and LINCSearch Bookmarklet.

ANNOUNCEMENTS

Ms. Ison announced that LSTA Weed and Feed grants were received by Arthur Public Library, Central Citizens' Library District, Champaign Community Unit 4 Schools, Champaign Public Library, Charleston Carnegie Public Library, Clifton Public Library, Eastern Illinois University Booth Library, Lake Land College, Martinsville Public Library District, Martinsville Unit School District, Mattoon CUSD #2, Moyer District Library, Newman Township Library, St. Joseph Community Consolidated School District #169, St. Joseph Ogden Community High School District #305, Tolono Unit 7 School District, Tuscola Public Library, Urbana School District #116, Westville Public Library District, and Willow Branch Township Library. Community grants were received by Champaign Public Library, Marshall Public Library, Mattoon CUSD #2, and Newman Township Library. Digital Imaging grants were received by Allerton Public Library and the University of Illinois. Libraries Leading the Way grants were received by Champaign Public Library and LTLS.

ADJOURNMENT

Ms. McKinney moved to adjourn the meeting; Ms. Barnes seconded the motion. All were in favor of the motion and the meeting was adjourned at 8:25 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, November 15, 2004.

Nina Pals, President

Garold Eaglin, Secretary