

DRAFT

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

DATE: **October 19, 2009**

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

PLACE: **Lincoln Trail Libraries System Headquarters**

MEMBERS PRESENT:

Rosanne Reidner, President Ogden
Allen Lanham, Vice President Charleston
Janet Hasten, Secretary Marshall
Rochelle Funderburg Champaign
Lavonne Gillespie Ashkum
Cynthia Helms Champaign

MEMBERS NOT PRESENT:

James P. Quisenberry, Treasurer Urbana
Scott Drone-Silvers Mattoon
Janet Cler Tolono
Virginia Erickson Champaign
Susan Norris Urbana
Donna Miner Rantoul
Anieta Trame Mattoon

OTHERS PRESENT:

LTLS Staff Champaign
Jan Ison, Executive Director
Pat Boze, Consultant
Michelle Ralston, Consultant
Joe Sciacca, Consultant
Donna Schaal, 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

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Rosanne Reidner called the meeting to order at 7:05 p.m. Roll call was taken with 6 members present, 7 absent. A quorum was not present, therefore, September reports and Action Items will be passed formally on November 16, 2009.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the September, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

518 Check Nos. 49385 through 49431

518.1 ACH Direct Deposit

518.2 Check Nos. 1176 through 1183

- Schedules of Activity

518.3 Illinois Funds-Money Market Fund

518.4 Busey Grant Account

518.5 Illinois Funds OCLC Account

518.6 Busey OCLC Checking

Investment Summary as of August 31, 2009

- Income Statements/Balance Sheets: September 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

- ILLINET/OCLC Balance Sheets:

August 2009

September 2009

No Quorum

PUBLIC COMMENTS - None

PRESIDENT'S REPORT - None

DIRECTOR'S REPORT - Jan Ison

Ms. Funderburg asked the staff to explain the portion of the consultants report regarding the Pecha

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Kucha night held in Urbana. Mr. Sciacca explained that, Pecha Kucha is a rapid-fire presentation style in which presenters must conform to a prescribed format. They are allowed 20 slides, and each slide is projected for 20 seconds. This focuses the content on the most essential points, eliminates rambling, enables more presentations to be heard, and makes for a very fun and lively overall meeting. This is an interesting concept that LTLS may adapt for our continuing education events in the future. Ms. Ison reviewed the budget revisions and transition to a forty-hour workweek at the LTLS Headquarters. In general the changes have come easily to the staff. Ms. Ison reported on a Summit to be held at Allerton Park on November 9th. The topic of the summit is "The Future of Library Cooperation", Ms. Boze and several other representatives of LTLS member libraries will attend it. In system news, ILSDO has two new System Directors who are both from outside the state of Illinois. Ms. Ison and the other System Directors are looking forward to working with these new members and their fresh perspectives on the issues facing Illinois Library Systems. Ms. Ison, Ms. Boze, Mr. Sciacca and Ms. Schaal attended a reception at the Hoopston Public Library for retiring Librarian Lou Graham. Ms. Graham will be missed throughout the LTLS community. Ms. Ison will be facilitating six ILEADU events over the next two years. ILEADU is a leadership and technology program for library staff funded by a three-year grant from the State Library. Participants will be made up of teams of three from different library types. These teams will come together to apply for grants, develop projects and attend continuing education events. The goal of the program is to introduce Web 2.0 technologies to staff that are not regularly using these tools. Mr. Lanham encouraged the board to help staff from LTLS Member Libraries to participate. Mr. Sciacca presented the board with a demonstration on how to use the "Save Illinois Libraries" website. The site was designed to provide library advocates with a vehicle for presenting their legislators with a pledge to restore Illinois library funding. Ms. Ison reported that all statistics continued to increase from September of 2008 to September of 2009 with the exceptions of Interlibrary Loan and visits to the LINCPac. While no immediate explanation presents itself for the dip in interlibrary loan the decrease in visits to LINCPac can be explained by Ms. Boze request that OCLC reduce the number of automatic inquiries being sent to the LINCPac to confirm that it is online.

COMMITTEE REPORTS

Budget and Finance Committee

- Action Item No. 2010-13 FY2009 Audit

The LTLS Staff has reviewed the FY2009 Audit. The staff recommends the Board of Directors accept the audit for the year ending June 30, 2009.

No Quorum was present; therefore the Action Item could not be adopted.

Nominating Committee

- Action Item No. 2010-15 FY2010 Officers of the Board of Directors

The Lincoln Trail Libraries System Nominating Committee submits the following nominees for FY2009 officers of the Lincoln Trail Libraries System Board of Directors:

No Quorum was present; therefore the Action Item could not be adopted.

- Action Item No. 2010-17 Resolution Authorizing Financial Account Deposits, Withdrawals, Transfers Resolved that effective October 20, 2009 the following persons are authorized to sign checks and transact other business for the following accounts at the mentioned financial institutions:

No Quorum was present; therefore the Action Item could not be adopted.

ILLINOIS STATE LIBRARY REPORT - None

UNFINISHED BUSINESS

- Action Item No. 2010-06 - Resolution Recognizing Board Member James P. Quisenberry
- Action Item No. 2010-07 - Resolution Recognizing Board Member Virginia Erickson
- Action item No. 2010-08 - Resolution Recognizing Board Member Susan Norris

No Quorum was present; therefore the Action Item could not be adopted.

NEW BUSINESS

- Action Item No. 2010-14 Revision of LIMRiCC By-Laws and Intergovernmental Agreement
It is recommended that the Board approve the proposed revisions and authorize the President and Secretary to execute the following documents, and upon execution, to return the signed documents to the LIMRiCC office at the Metropolitan Library System:

No Quorum was present; therefore the Action Item could not be adopted.

- Action Item No. 2010-16 Changes in Personnel Policy
LTLS staff recommends the LTLS Personnel Policy be revised to implement the change to a 40 hour work week, per the attached draft.

No Quorum was present; therefore the Action Item could not be adopted.

- Action Item No. 2010-18 LTLS Board Meeting Schedule
The LTLS Staff recommends that the LTLS Board of Directors set 7:00 p.m. on the third Monday of each month as its regular meeting time for October, 2009 - September, 2010 with the exceptions indicated below. This schedule will be in effect unless otherwise determined by the Board of Directors. Meetings are scheduled as follows:

No Quorum was present; therefore the Action Item could not be adopted.

DISCUSSION/PLANNING

- FY 2009 Annual report
Discussion on the Annual Report was moved to the November meeting.

- LTLS closed on day after Thanksgiving.
Ms. Ison asked the members present to consider the possibility of closing the LTLS Headquarters on the day after Thanksgiving. An Action item to this affect may be presented at the November Board meeting

ANNOUNCEMENTS

Ms. Helms was awarded a small Tepper Grant, which will allow around 200 Centennial High School students to produce mosaics as part of their studies on Ancient Civilizations.

Mr. Lanham shared the details of the Booth Library's "Harry Potter's World: Renaissance, Science, Magic and Medicine" exhibit which will be in the library from October 5th thru November 14th. Approximately 150 people gathered in the reference room for readings from the series by an Eastern Illinois University English professor.

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Ms. Hasten announced that the Marshall Public Library will host a book talk and signing by author Kaylie Jones (Lies My Mother Never Told Me) on Tuesday, November 3rd, in the library's Dale McConchie Meeting Room. The public is invited and books will be available for purchase.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.