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

DATE: September 24, 2007  
TIME: 7:00 P.M.  
PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

James P. Quisenberry, President .....Urbana  
Rosanne Reidner, Vice President .....Ogden  
Allen Lanham, Treasurer.....Charleston  
Laura Barnes, Secretary .....Champaign  
Jennie Cisna.....Mattoon  
Virginia Erickson.....Urbana  
Rochelle Funderburg .....Champaign  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Scott Drone-Silvers.....Mattoon  
Janet Hasten .....Marshall  
Donna Miner .....Rantoul

**OTHERS PRESENT:**

Marcia Grove, Champaign Public Library .....Champaign  
LTLS Staff .....Champaign  
Jan Ison, Executive Director  
Pat Boze, Consultant  
Michelle Ralston, Consultant  
Ramona Rollins, Business Office Manager  
Donna Schaal, Consultant  
Joe Sciacca, Consultant  
Karen Wilkinson, Communications Manager

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**

September 24, 2007

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 10 members present, 3 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the July 23, 2007 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

492 Check Nos. 47799 through 47866

492.1 Check Nos. 34001 through 34059

492.2 Check Nos. 1066 through 1067

- Schedules of Activity

492.3 Illinois Funds-Money Market Fund

492.4 The Illinois Funds-Prime Fund

492.5 Main Street Bank and Trust Grant Account

492.6 Illinois Funds OCLC Account

492.7 Main Street Bank and Trust OCLC Checking

492.8 Illinois Funds OCLC Prime Investment

Investment Summary

- Schedules of Checks

493 Check Nos. 47867 through 47906

493.1 Check Nos. 34060 through 34141

493.2 Check Nos. 1068 through 1071

- Schedules of Activity

493.3 Illinois Funds-Money Market Fund

493.4 The Illinois Funds-Prime Fund

493.5 Main Street Bank and Trust Grant Account

493.6 Illinois Funds OCLC Account

493.7 Main Street Bank and Trust OCLC Checking

493.8 Illinois Funds OCLC Prime Investment

Investment Summary

Petty Cash as of August 31, 2007

- Income Statements/Balance Sheets: July 2007

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

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

Yes – Barnes, Cisna, Erickson, Funderburg, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame  
No – None

### **PUBLIC COMMENTS** – none

### **PRESIDENT’S REPORT** – James Quisenberry

Mr. Quisenberry thanked the LTLS staff for their work in presenting the Integrated Library Systems Symposium on September 13-15, 2007. He said the programming answered a lot of his questions, and he is interested in learning more about the Georgia Pines project.

### **DIRECTOR’S REPORT** – Jan Ison

Ms. Ison announced that the orientation for new Board members was postponed. She reviewed the Executive Director's and Consultants' reports for July and August, highlighting the following: planning for a new network firewall and leasing of new video conferencing equipment; LTLS' Area and Per Capita Grant application presentation to the State Library; WorldCat Local; becoming chair of the OCLC Jt. Standing Committee on Membership; IFLA Conference; increased participation in PolyTalk; and the Champaign Fiber Master Plan. Ms. Ison noted that visits to the LTLS Web site and blogs have been added to the monthly Statistical Summary. She stated that staff are still working on the replacement of the ceiling lighting system and tiles.

### **ILLINOIS STATE LIBRARY REPORT** – Cyndy Colletti

Ms. Colletti distributed copies of the ILS Consultant’s Report for September 2007 and highlighted the launch of WebJunction Illinois, the State Library's long-range plan for the use of LSTA funds, the LSTA Grant Reception to be held at ILA Conference, electronic resources, and the State Library's Diversity Program. Mr. Lanham asked if more information would be forthcoming on the changes to the statewide delivery system. Ms. Colletti said that ISL has an implementation committee chaired by Greg McCormick.

### **UNFINISHED BUSINESS** - none

### **NEW BUSINESS**

- Action Item No. 2008-4 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 staff recommends that the Lincoln Trail Libraries System Board of Directors approve

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the health insurance contract for FY2008 at an annual cost of \$133,584.00 and authorize the LTLS Executive Director to sign the monthly checks for health insurance.

Mr. Lanham moved to approve Action Item No. 2008-4; Ms. Funderburg seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Erickson, Funderburg, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame  
No – None

•Action Item No. 2008-5 FY2007 Audit

The LTLS Staff has reviewed the FY2007 Audit. The staff recommends the Board of Directors accept the audit for the year ending June 30, 2007.

Ms. Kreider moved to approve Action Item No. 2008-5; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Erickson, Funderburg, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame  
No – None

•Action Item No. 2008-6 FY2008 Budget Revision and Fund Designations

The budget amendment proposed by the LTLS staff adds the FY2007 encumbrances to the General Fund expenses and adds in expenses for two new delivery vehicles. The staff recommends approval of the following FY2008 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	\$ 877,968	\$280,521	\$ 825,219
Cooperative Service Fund	\$147,306	\$229,456	\$ 95,078
Automation Fund	\$412,848	\$251,046	\$ 404,402
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$373,214	
ILLINET/OCLC			\$5,000,000
Special Revenue Funds	\$429,750		\$429,750
<b>TOTAL</b>	<b>\$1,867,872</b>	<b>\$1,337,718</b>	<b>\$6,754,449</b>

Ms. Reidner moved to approve Action Item No. 2008-6; Ms. Cisna seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Erickson, Funderburg, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame  
No – None

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•Action Item No. 2008-7 Expenditures over \$10,000

In accordance with the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditures are over the \$10,000 limit and will require two authorized signatures. The staff recommends approval of these checks.

A.	Dennison Corporation	Two E250 Ford Cargo Vans	\$ 31,996.00
B.	SirsiDynix	EnvisionWare Services purchased by CHN	\$ 31,655.00

Ms. Funderburg moved to approve Action Item No. 2008-7; Ms. Trame seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Erickson, Funderburg, Helms, Kreider, Lanham, Quisenberry, Reidner, Trame  
No – None

•Action Item No. 2008-8 SKILLS Act

On October 8, 2007 the U.S. House of Representatives Committee on Education and Labor will begin considering reauthorization of the No Child Left Behind Act (NCLB). The SKILLS Act, which is HR 2864 in the House and S 1699 in the Senate, is critical to the future of school libraries around the nation and especially in Illinois. In order for the SKILLS act to be included in NCLB--that is to place a state certified school library media specialist in every school, members of the House must be contacted and made aware of the importance of passage of the SKILLS Act.

LTLS staff recommends that the LTLS Board of Directors pass a resolution and send it to all members of the U.S. House and U.S. Senate who represent the area within the System boundaries with the fervent request to House members to co-sponsor this bill. LTLS Board members are urged individually to contact their U.S. Representatives with the same request.

Ms. Kreider moved to approve Action Item No. 2008-8; Mr. Lanham seconded the motion. The Board was unanimously in favor of the motion.

**DISCUSSION/PLANNING**

Ms. Ison reported that she attended the Illinois House of Representatives FY2008 budget hearing in Urbana on September 17, 2007 and gave the Board a copy of the comments she presented on behalf of libraries.

Ms. Ison also distributed a final report on the "Symposium on the Future of Integrated Library Systems." Some next steps for Lincoln Trail would be to convene a Technology Planning Committee, acquire a spell checker for LINC Pac, implement Library Thing and WorldCat Local for LINC members, and begin a process of evaluating options for the future software for LINC as the ILS.

Ms. Boze demonstrated a test of Library Thing that LTLS is considering.

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**ANNOUNCEMENTS**

Mr. Lanham announced that Booth Library at Eastern Illinois University was chosen as a landmark architectural feature for Coles County and will be featured on a Christmas ornament. Ms. Erickson said that the Giertz Education Center at the Krannert Art Museum will be the recipient of a \$500,000 gift.

**ADJOURNMENT**

Ms. Barnes 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, October 15, 2007.

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James Quisenberry, President

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Laura Barnes, Secretary