

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

**DATE:** September 15, 2008  
**TIME:** 7:00 P.M.  
**PLACE:** LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

**MEMBERS PRESENT:**

James P. Quisenberry, President .....Urbana  
Rosanne Reidner, Vice President .....Ogden  
Laura Barnes, Secretary .....Champaign  
Allen Lanham, Treasurer.....Charleston  
Virginia Erickson.....Urbana  
Janet Hasten .....Marshall  
Scott Drone-Silvers.....Mattoon  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Rochelle Funderburg .....Champaign  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul

**OTHERS PRESENT:**

LTLS Staff .....Champaign  
Jan Ison, Executive Director  
Joe Sciacca, Consultant  
Pat Boze, Consultant  
Vanessa Whippo, Consultant  
Michelle Ralston, Consultant  
Donna Schaal, Consultant  
Ramona Rollins, Business Office Manager  
David Lottes, Communications Manager

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
September 15, 2008

President James P. Quisenberry called the meeting to order at 7:02 p.m. Roll call was taken with 8 members present, 4 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the August 18, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

505 Check Nos. 48662 through 48721

505.1 ACH Direct Deposit

505.2 Check Nos. 1103 through 1104

- Schedules of Activity

505.3 Illinois Funds-Money Market Fund

505.4 The Illinois Funds-Prime Fund

505.5 Main Street Bank and Trust Grant Account

505.6 Illinois Funds OCLC Account

505.7 Main Street Bank and Trust OCLC Checking

505.8 Illinois Funds OCLC Prime Investment

Investment Summary as of August 31, 2008

- Income Statements/Balance Sheets: August 2008

Statements and Balance Sheets for August of 2008 will be available when the annual audit is finished.

4. Public Comments

5. President's Report – James P. Quisenberry

6. Executive Director's Report – Jan Ison

- Executive Director's Report for August 2008

- Consultants' Report for August 2008

- Statistical Summary for August 2008

- Financial Update

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

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

No – None

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**PUBLIC COMMENTS** - none

**PRESIDENT’S REPORT** - James P. Quisenberry

Mr. Quisenberry expressed his gratitude for the help and support he has received as President. Mr. Quisenberry reported on the first meeting of the Illinois Standards Committee. The spirit of cooperation will be at the core of any ILS standards revisions.

**DIRECTOR’S REPORT** – Jan Ison

Ms. Ison reported that the deadline for group purchase of Wilson Select Plus had ended without reaching sufficient dollars but the group purchase will still be moving forward with some revisions. Ms. Ison continues to evaluate the delivery system and will continue her evaluation over the next several weeks. Lincoln Trail's "Quick Connections" email update has been redesigned in order for libraries to receive regular updates from all the LTLS blogs. The new look with multiple blog content is known as a pagecast. Ms. Ison also reported on LSTA grants. LTLS received a grant to partner with Shawnee Library System to examine broadband needs for libraries. Seven libraries received grants to join LINC. Ms. Erickson asked if LTLS was able to support the libraries cataloging activities during the grant. She clarified that she raised the question as she felt that LTLS was not able to catalog her collection as quickly as anticipated due to the special nature of the collection. Ms. Ison and Ms. Boze both said they were confident that the cataloging of the new libraries collections would be handled in a timely manner. Ms. Ison further explained that another library with a specialized collection was circulating its collection after one year.

**COMMITTEE REPORTS**

- Action Item No. 2009-07 FY2009 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:

President: Rosanne Reidner

Vice President: Allen Lanham

Secretary: Janet Hasten

Treasurer: James P. Quisenberry

Mr. Drone-Silvers moved to approve Action Item No. 2009-07; Ms. Trame seconded the motion. The Board was unanimously in favor of the motion.

**ILLINOIS STATE LIBRARY REPORT** – Karen Egan

Ms. Egan submitted a written report for August of 2008 and was present at the meeting. Ms. Egan was pleased to announce that the Bill and Melinda Gates Foundation will be returning to Illinois and providing matching funds for school and public libraries who reflect a need for such funds based on the rate of poverty in their communities. Ms. Egan asked all who attend the ILA conference to visit the LSTA Grant

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Awards Event. Ms. Egan encouraged the board to ask children in grades 4 through 12 to participate in the Illinois State Libraries, Letters about Literature Program.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS**

- Action Item No. 2009-05 Fund Transfer

This action item was mistakenly left on the agenda and not needed.

- Action Item No. 2009-06 Checks over \$10,000

In accordance to the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures.

A. SirsiDynix CHN EnvisionWare hardware & Software \$21,878

Ms. Barnes moved to approve Action Item No. 2009-06; Ms. Hasten seconded the motion. The Board was unanimously in favor of the motion.

- Action Item No. 2009-08 Resolution Authorizing Financial Account Deposits, Withdraws, Transfers

Resolved that effective September 15, 2008 the following persons are authorized to sign checks and transact other business for the following accounts at the mentioned financial institutions:

Busey Bank, Account 0-11-8085-0 (Prime Investment): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-11-8086-8 (Board checking): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-11-8087-6 (Payroll): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

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Busey Bank, Account 0-11-8439-9 (Grant): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian  
Account 0-071-3910-1187: (Illinois Funds Money Market - no checks used)

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian  
Account 0-043-4866-2344): (Illinois Funds Prime Investment Fund - no checks used)

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-121-487-3 (OCLC Prime Invest): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Busey Bank, Account 0-121-488-1 (OCLC checking): One signature required

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian  
Account 1-516-0000-5681): (Illinois Funds OCLC Money Market - no checks used)

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

The Illinois Funds, U. S. Bank, Springfield, Custodian  
Account 2-516-0000-3916): (Illinois Funds OCLC Prime Investment Fund - no checks used)

Rosanne Reidner, President, Board of Directors

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Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Resolved, that the following persons are authorized to sign withdrawals and deposits for the purpose of investing funds, within guidelines of the laws of the State of Illinois, at any of the following financial institutions, and as reported to the Board of Directors on a monthly basis:

Rosanne Reidner, President, Board of Directors  
Allen Lanham, Vice President, Board of Directors  
James P. Quisenberry, Treasurer, Board of Directors  
Jan Beck Ison, Deputy Treasurer

Bank of America  
Bank Champaign  
Bank of Rantoul  
Bank One Corporation  
Busey Bank  
Central Illinois Bank  
Centrue Bank  
Farmer City State Bank  
First Bank of Savoy  
First Bank of Rantoul  
First Federal Savings Bank of  
Champaign-Urbana  
First Mid-Illinois Bank and Trust  
First Midwestern Bank  
First National Bank, Mahomet  
First of America Bank-Trust  
First State Bank, Monticello  
Heartland Bank and Trust Company  
Hickory Point Bank & Trust  
LaSalle Bank  
National City Bank  
Regions Bank  
St. Joseph First  
State Farm Bank  
Strategic Capital Bank  
Union Planters Bank NA  
U.S. Bank, Springfield

Resolved, that the following persons are authorized to make transfers between the mentioned accounts for the purpose of maintaining balances sufficient to cover current System transactions:

Jan Beck Ison, Deputy Treasurer

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Busey Bank: Accounts 0-11-8085-0; 0-11-8086-8; 0-11-8087-6; 0-118-439-9; 0-121-487-3; 0-121-488-1.

U. S. Bank, Springfield: The Illinois Funds Money Market, 0-071-3910-1187 and 1-516-0000-5681, and The Illinois Funds Prime Investment Fund Account 0-043-4866-2344 and The Illinois Fund OCLC Prime Investment Fund 2-516-0000-3916

Further, it is certified that this Resolution is within the powers of the Board of Directors, and that this resolution was passed at its meeting on October 1, 2008 at which time a quorum was present and voting.

Mr. Drone-Silvers moved to approve Action Item No. 2009-07; Ms. Hasten seconded the motion. The Board was unanimously in favor of the motion.

•Action Item No. 2009-09 Resolution Recognizing Board member Sharron Kreider

Lincoln Trail staff recommend that the LTLS Board of Directors approve the presentation of the following resolution recognizing Sharron Kreider for her service on the LTLS Board of Directors:

Resolution of the Board of Directors of Lincoln Trail Libraries System

Whereas, Sharron Kreider, Central Citizens Library District, has served as Public Library Trustee Director on the Lincoln Trail Libraries System Board from 2002 to 2008, and

Whereas, she has volunteered her time and talents by serving as a member of the Membership Committee for six years, the Personnel Committee for three years and the Nominating and Planning/Policy Committees for two years, and

Whereas, her term as a member of the Lincoln Trail Libraries System Board expires in September of 2008,

Now, therefore, be it resolved on September 15, 2008 that the Board of Directors and Staff of Lincoln Trail Libraries System recognize and express their appreciation to Sharron Kreider for her dedicated service to libraries in East Central Illinois.

LINCOLN TRAIL LIBRARIES SYSTEM  
BOARD OF DIRECTORS AND STAFF

•Action Item No. 2009-010 Resolution Recognizing Board member Laura Barnes

Lincoln Trail staff recommend that the LTLS Board of Directors approve the presentation of the following resolution recognizing Laura Barnes for her service on the LTLS Board of Directors:

Resolution of the Board of Directors of Lincoln Trail Libraries System

Whereas, Laura Barnes, Illinois Sustainable Technology Center, has served as Special Library Interest Director on the Lincoln Trail Libraries System Board from 2002 to 2008, and

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Whereas, she has volunteered her time and talents by serving as a Chair of the Membership Committee for three years and member of the Membership committee for three additional years and Chair of the Planning/Policy committee for two years and member of the Planning/Policy committee for an additional year and member of the Personnel Committee for two years and the Nominating Committee for one year, and

Whereas, her term as a member of the Lincoln Trail Libraries System Board expires in September of 2008,

Now, therefore, be it resolved on September 15, 2008 that the Board of Directors and Staff of Lincoln Trail Libraries System recognize and express their appreciation to Laura Barnes for her dedicated service to libraries in East Central Illinois.

LINCOLN TRAIL LIBRARIES SYSTEM  
BOARD OF DIRECTORS AND STAFF

•Action Item No. 2009-011 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, 2008 - September, 2009 with the exceptions indicated below. This schedule will be in effect unless otherwise determined by the Board of Directors. Meetings are scheduled as follows:

October 27, 2008	Board of Directors*	7:00 p.m.
November 17, 2008	Board of Directors	7:00 p.m.
December 15, 2008	Board of Directors	7:00 p.m.
January 2009	No meeting**	
February 16, 2009	Board of Directors	7:00 p.m.
March 16, 2009	Board of Directors	7:00 p.m.
April 20, 2009	Board of Directors	7:00 p.m.
May 18, 2009	Board of Directors	7:00 p.m.
June 15, 2009	Board of Directors	7:00 p.m.
July 20, 2009	Board of Directors	7:00 p.m.
August 17, 2009	Board of Directors	7:00 p.m.
September 21, 2009	Board of Directors	7:00 p.m.

\*4th Monday

\*\*Member Library Visits

Ms. Barnes moved to approve Action Item No. 2009-11; Mr. Lanham seconded the motion. The Board was unanimously in favor of the motion.

**DISCUSSION/PLANNING**

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Ms. Ison provided the Board with a letter, written to the editor of the News Gazette in Champaign, regarding fines for a damaged book. Ms. Trame related that at her school she allows children to donate used books for credit towards money owed and also gives some credit for work done in the library. Mr. Quisenberry has found that it is difficult for public libraries to find community service based opportunities for patrons to work towards repayment of fines.

Ms. Ison proposed that the Budget and Finance Committee meet on the 29th.

### **ANNOUNCEMENTS**

Ms. Barnes and Ms. Schaal recently had articles published in the Illinois Library Association Reporter. Libraries Can Go Green - by Laura Barnes and The evolution of the Community - by Donna Schaal.

Mr. Lanham was recently named Academic Librarian of the Year by the Illinois Association of College and Research Libraries.

Ms. Ison presented gifts to Ms. Barnes for her service to the board and to Mr. Quisenberry for his service as President.

### **ADJOURNMENT**

Ms. Barnes moved to adjourn the meeting; Ms. Trame seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:30 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, October 24, 2008.

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Rosanne Reidner, President

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Janet Hasten, Secretary