

DRAFT

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

**DATE:** September 28, 2009  
**TIME:** 7:00 P.M.  
**PLACE:** Lincoln Trail Libraries System Headquarters

**MEMBERS PRESENT:**

Allen Lanham, Vice President ..... Charleston  
Janet Hasten, Secretary ..... Champaign  
James P. Quisenberry, Treasurer ..... Urbana  
Janet Cler ..... Tolono  
Virginia Erickson ..... Champaign  
Lavonne Gillespie ..... Ashkum  
Donna Miner ..... Rantoul  
Scott Drone-Silvers ..... Mattoon

**MEMBERS NOT PRESENT:**

Rosanne Reidner, President ..... Ogden  
Rochelle Funderburg ..... Champaign  
Susan Norris ..... Urbana  
Cynthia Helms ..... Champaign  
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**  
September 28, 2009

Allen Lanham called the meeting to order at 7:05 p.m. Roll call was taken with 8 members present, 5 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the August, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

517 Check Nos. 49343 through 49384

517.1 ACH Direct Deposit

517.2 Check Nos. 1171 through 1175

- Schedules of Activity

517.3 Illinois Funds-Money Market Fund

517.4 Busey Grant Account

517.5 Illinois Funds OCLC Account

517.6 Busey OCLC Checking

Investment Summary as of August 31, 2009

- Income Statements/Balance Sheets: June 2009 POST AUDIT

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 Fund Income Statement

- Income Statements/Balance Sheets: July 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

- Income Statements/Balance Sheets: August 2009

All Funds Balance Sheet

All Funds Income Statement

September 28, 2009

LTLS Board of Directors Meeting

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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:  
June 2009  
July 2009

Ms. Erickson asked that the minutes from the August meeting be amended to reflect the fact that the calendar she presented to the Board for the Krannert Center was in fact the finished brochure and not a draft version.

Mr. Quisenberry moved to approve the Consent Agenda as amended; Mr. Drone-Silvers seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Erickson, Gillespie, Hasten, Lanham, Miner, Quisenberry

No – None

**PUBLIC COMMENTS** - None

### **PRESIDENT'S REPORT**

#### **DIRECTOR'S REPORT** – Jan Ison

Ms. Ison thanked the board for rescheduling the meeting from September 14<sup>th</sup>. In August Ms. Ison helped the Central High School Library reorganize their collection. Ms. Ison reported that Lincoln Trail has joined other Champaign area businesses in support of the broadband grant proposal that will bring improved Internet access to the LTLS headquarters when approved and Lincoln Trail also joined an energy co-op. In the month of August statistics were up again in comparison with August of last year. Reciprocal borrowing continues to out pace all other increases. MyMedia Mall has doubled in use from August of FY2009. Mr. Lanham commented that MyMedia Mall is increasingly popular at Booth Library. Also in August WorldCat Local Quick Start began to be implemented at some LTLS member libraries. Eastern Illinois University's Quick Start interface will be used as an example for the state library. LTLS Consultant, Donna Schaal and Business Office Manager, Ramona Rollins attended an H1N1 training event at the Champaign Chamber of Commerce. The contacts they made may be used to create a similar continuing education event for LTLS members.

### **COMMITTEE REPORTS**

The Budget and Finance Committee presented the board with the results of their meeting regarding the cut in funding from the State of Illinois. Ms. Ison prepared a slideshow and distributed a handout, which outlined the steps the committee recommended to address this challenge. These changes were reflected in Action Item No. 2010-12 FY2010 Budget Revision and Fund Designations. Specific revisions to the budget were attached to the Action Item for the board to read over in detail. The consensus of the Budget and Finance Committee was that action should be taken to preserve jobs wherever possible.

•Action Item No. 2010-12 - FY2010 Budget Revision and Fund Designations

The staff recommends approval of the following FY2010 budget expense 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	\$738,680	\$267,562	689,058
Cooperative Service Fund	\$108,946	\$135,000	\$ 110,078
Automation Fund	\$448,491	\$121,153	\$ 439,402
Capital Maintenance Fund		\$185,901	
Automation Equity Fund		\$362,449	
ILLINET/OCLC			\$5,000,000
Special Revenue Funds	\$177,801		\$177,801
<b>TOTAL</b>	<b>\$1,473,918</b>	<b>\$1,072,065</b>	<b>\$6,416,339</b>

The Board was unanimously in favor.

The Membership Committee presented the board with Action items from three different agencies asking to join Lincoln Trail Libraries System. Mr. Lanham asked that the board be allowed to consider all three items together. Action Item No. 2010-10 was amended to say December 31<sup>st</sup>, 2009 instead of October 1, 2009.

- Action Item No. 2010-09 - Membership Application-Paris Cooperative High School  
 The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the membership application of the Paris Cooperative High School Library at its meeting on September 28, 2009. The Membership Committee recommends that this agency be admitted to LTLS as a Full Member library.

- Action Item No. 2010-10 - Membership Application-Illinois Early Intervention Clearinghouse Library  
 The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the membership application of the Illinois Early Intervention Clearinghouse Library at its meeting on September 28, 2009. The Membership Committee recommends that this agency be admitted to LTLS as a Full Member library, on condition, as agreed to by the library, that this new member joins LINC by December 31, 2009.

- Action Item No. 2010-11 - Membership Application-Coles County Council on Aging, EIU Tarble Arts Center  
 The Lincoln Trail Libraries System Board of Directors Membership Committee reviewed the Affiliate Agency membership applications of these agencies at its September 28, 2009 meeting:  
 Coles County Council on Aging  
 EIU Tarble Arts Center  
 The Membership Committee recommends these agencies be approved as LTLS Affiliate Agencies.

The Board was unanimously in favor.

**ILLINOIS STATE LIBRARY REPORT**

Ms. Egan commended the budget and finance committee on their work to resolve the budget issues. Ms. Egan presented the board with a written report. In her report Ms. Egan explained that although LSTA grants were not to be awarded this year, comments on the applications would still be sent to those who applied. Ms. Egan announced that monies for family literacy programs in public libraries are now available. Ms. Egan informed the board that some LTLS member libraries will be eligible for monies from the Bill & Melinda Gates foundation. Ms Egan noted that LTLS would be hosting an ILEADU videoconference on Friday October 2<sup>nd</sup> in the conference room at the LTLS Headquarters.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- Action Item No. 2010-5 - Expenditures 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.	Library Partnership Trust	FY2010 My Media Mall	\$19,800.00
B	EBSCO Information Services	FY2010 NovelList Payment	\$52,067.31

Ms. Erickson moved to approve Action Item No. 2010-5; Mr. Drone-Silvers seconded the motion. A roll call vote was taken.

Yes – Cler, Drone-Silvers, Erickson, Gillespie, Hasten, Lanham, Miner, Quisenberry

No – None

- Action Item No. 2010-6 - Resolution Recognizing Board Member James P. Quisenberry
- Action Item No. 2010-7 - Resolution Recognizing Board Member Virginia Erickson
- Action item No. 2010-8 - Resolution Recognizing Board Member Susan Norris

Ms. Ison asked that Action Items No. 2010-6, 2010-7 and 2010-8 be moved to the October meeting.

**DISCUSSION/PLANNING**

**ANNOUNCEMENTS**

The ILA annual meeting is next week in Peoria.

**COMMITTEE REPORTS**

**ADJOURNMENT**

Mr. Drone-Silvers moved to adjourn the meeting; Mr.. Quisenberry seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:40 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, October 19, 2009.

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Rosanne Reidner, President

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Janet Hasten, Secretary