

DRAFT

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

DATE: July 23, 2007

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  
Jennie Cisna.....Mattoon  
Scott Drone-Silvers.....Mattoon  
Virginia Erickson.....Urbana  
Rochelle Funderburg .....Champaign  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Janet Hasten .....Marshall  
Allen Lanham, Treasurer.....Charleston

**OTHERS PRESENT:**

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

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

July 23, 2007

President James Quisenberry called the meeting to order at 7:00 p.m. Roll call was taken with 11 members present, 2 absent. He welcomed new Board members Cynthia Helms and Scott Drone-Silvers.

Mr. Quisenberry asked for the Nominating Committee Report. The following people were elected for three-year terms on the LTLS Board of Directors:

Scott Drone-Silvers, Academic Library Interest Director  
Cynthia Helms, School Library Interest Director  
Janet Hasten, Public Library Trustee Director  
Allen Lanham, Public Library Trustee Director  
Donna Miner, Public Library Trustee Director

James Quisenberry was elected for a two-year term as Public Library Trustee Director.

Ms. Barnes moved to certify the election results; Ms. Funderburg seconded the motion. All were in favor of the motion.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the June 18, 2007 Meeting

B. Approval of Treasurer's Report

• Schedules of Checks

491 Check Nos. 47718 through 47797  
491.1 Check Nos. 33941 through 34000  
491.2 Check Nos. 1064 through 1065

• Schedules of Activity

491.3 Illinois Funds-Money Market Fund  
491.4 The Illinois Funds-Prime Fund  
491.5 Main Street Bank and Trust Grant Account  
491.6 Illinois Funds OCLC Account  
491.7 Main Street Bank and Trust OCLC Checking  
491.8 Illinois Funds OCLC Prime Investment  
Petty Cash as of June 30, 2007  
Investment Summary

• Income Statements/Balance Sheets: June 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. Kreider moved to approve the Consent Agenda; Ms. Miner seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Drone-Silvers, Erickson, Funderburg, Helms, Kreider, Miner, Quisenberry, Reidner, Trame

No – None

### **PUBLIC COMMENTS** – none

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

Mr. Quisenberry said that he attended the budget and work plan presentation at the Illinois State Library and that staff did a good job.

### **DIRECTOR’S REPORT** – Jan Ison

An outline of the LTLS FY2008 ISL presentation was distributed. Ms. Ison reviewed highlights presented in the LTLS FY2007 Annual Report including statistics for visits to LINC Pac and interlibrary loan/reciprocal borrowing (interlibrary loan has overtaken reciprocal borrowing); PolyTalk Building Better Communities Award (\$10,000 has gone into the LTLS Foundation) and display at the ALA Washington Office Library Day on the Hill (1 of 14 projects chosen to participate). Ms. Ison congratulated Ms. Boze for working with libraries to bring the total of OCLC Governing Members in LTLS to 116.

Ms. Ison called the Board’s attention to Representative Jakobsson’s letter thanking LTLS for the resolution regarding House Bill 1727, the staff’s report on ALA Conference programs, and the statistical summary for FY1998 through FY2007. She said that work continued on planning for the Symposium on the Future of Integrated Library Systems to be held September 13-15, 2007.

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

Ms. Colletti thanked LTLS for a wonderful presentation on the FY2008 Area and Per Capita Application. She distributed copies of the ILS Consultant’s Report for July 2007 and highlighted the 2008 Public Library Per Capita and Equalization Aid Grant application deadline of October 15, 2007, a celebration for FY08 LSTA grant recipients to be hosted by ISL on October 10, WebJunction Illinois, the diversity event scheduled for July 24 and sponsored by LTLS in partnership with the Southern Illinois Professional Development Center, a conference discount available to ILLINET member libraries for WebSearch University, and the survey about subscriptions to online databases being conducted by the State Library in cooperation with LTLS.

### **UNFINISHED BUSINESS**

Ms. Ison said that she made small revisions to the FY2008 priorities. All were in favor of accepting the priorities.

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**NEW BUSINESS**

- Action Item No. 2008-1 FY2007 Fund Designations and Reserves

The LTLS staff recommends authorization by the LTLS Board of Directors of the following fund balance designations at June 30, 2007.

Cooperative Service Fund	\$135,000
Automation Fund Appropriated Balance	\$121,153
Capital Maintenance	\$203,481
Automation Equity Fund	\$392,214
Operating Reserve (General Fund)	
A minimum balance of \$230,869 not to exceed	\$279,586

The staff further recommends that any undesignated funds in the General Fund in excess of the “not to exceed amount” be transferred to the Capital Maintenance Fund, undesignated funds in the Automation Equity Fund be transferred to the reserve for that fund, undesignated funds in the Automation Fund be transferred to the Automation Equity fund, and the undesignated funds the Cooperative Service Fund be transferred to Capital Maintenance Fund to assist in needed building improvements.

Ms. Reidner moved to approve Action Item No. 2008-1; Ms. Trame seconded the motion. A roll call vote was taken:

Yes – Barnes, Cisna, Drone-Silvers, Erickson, Funderburg, Helms, Kreider, Miner, Quisenberry, Reidner, Trame

No – None

- Action Item No. 2008-2 FY2007 Building Repairs – Ceiling Lighting and Tiles

The headquarters building at Lincoln Trail Libraries System is 36 years old and the fluorescent ceiling lighting system is the original equipment as are the ceiling tiles. Over the past ten years there has been a gradual deterioration of this lighting system. The plastic fluorescent light tube sockets are brittle and break easily; the electrical ballasts are leaking which causes short circuits in the wiring; the insulation is hard and cracks and often flakes off. All of this causes the fixtures to short out and trip the circuit breakers and this is becoming much more frequent as the system continues to age. The light fixtures and ballasts were manufactured when electrical power was cheap and they are very inefficient by today’s standards. Finally, the steel grid system for the lighting and ceiling tile is a non-standard size and all of the replacement tiles have to be cut to fit the system. The grid system is an integral part of the cold air return for the HVAC system. It is welded to the roof deck and therefore cannot be readily replaced. Staff has some preliminary estimates of cost of replacement tile of between \$27,000 and \$36,000, and electrical replacement at approximately \$32,000.

Due to the increased instances of electrical short circuits and the accompanying fire danger, the staff recommends that the Board of Directors authorize the Executive Director to seek proposals from multiple vendors to replace the lighting system and ceiling tile to fit the current grid system. The staff also recommends that an outside consultant be contacted to assist in evaluating the proposals. Staff

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will investigate opportunities for energy funding grants. Further, the staff recommends that the funds for this upgrade be allocated from the Capital Maintenance Fund.

Mr. Quisenberry said he would prefer that energy efficiency requirements be part of the Request for Proposal.

Mr. Drone-Silvers moved to approve Action Item No. 2008-2; Ms. Barnes seconded the motion. The Board was unanimously in favor of the motion.

The Board also agreed to authorize the Executive Committee to approve the costs if they exceed the estimates in the action item.

### •Action Item No. 2008-3 Expenditures over \$10,000

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

A.	OCLC, Inc., Web Junction Online Course (From the Gates Foundation Grant managed by LTLS)	\$35,777.10
B.	SirsiDynix, July-Dec 07 Hardware/Software Maintenance	\$31,039.15
C.	OCLC Openly Informatics E-Resources Server Participation Fee (LSTA Grant for Universal OPAC)	\$20,000.00
D.	Secretary of State, FY07 Refund of Weed & Feed Grant monies (Unused Weed & Feed Grant funds)	\$20,903.00

Ms. Trame moved to approve Action Item No. 2008-3; Ms. Kreider seconded the motion. The Board was unanimously in favor of the motion.

## **DISCUSSION/PLANNING**

Ms. Boze described the Illinois State Library WebJunction project, which is an online community for library staff for sharing ideas, solving problems, taking courses, and more. It will make it easier for the State Library to post their information, as well as library initiatives.

## **ANNOUNCEMENTS**

Board members introduced themselves to the new members.

## **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 8:14 p.m.

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Approved by the Lincoln Trail Libraries System Board of Directors on Monday, September 24, 2007.

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James Quisenberry, President

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Laura Barnes, Secretary