

DRAFT

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

**DATE:** August 18, 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  
Rochelle Funderburg .....Champaign  
Janet Hasten .....Marshall  
Cynthia Helms .....Urbana  
Sharron Kreider .....Ashkum  
Donna Miner .....Rantoul  
Scott Drone-Silvers.....Mattoon  
Anieta Trame .....Mattoon

**MEMBERS NOT PRESENT:**

Karen Egan, Illinois State Library .....Springfield

**OTHERS PRESENT:**

LTLS Staff .....Champaign  
Jan Ison, Executive Director  
Pat Boze, Consultant  
Ramona Rollins, Business Office Manager  
Donna Schaal, Consultant  
David Lottes, Communications Manager

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## MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

August 18, 2008

President James P. Quisenberry called the meeting to order at 7:02 p.m. Roll call was taken with 12 members present, none absent.

### CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the July 21, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

504 Check Nos. 48553 through 48621

504.1 ACH Direct Deposit

504.2 Check Nos. 1102

- Schedules of Activity

504.3 Illinois Funds-Money Market Fund

504.4 The Illinois Funds-Prime Fund

504.5 Main Street Bank and Trust Grant Account

504.6 Illinois Funds OCLC Account

504.7 Main Street Bank and Trust OCLC Checking

504.8 Illinois Funds OCLC Prime Investment

Investment Summary as of July 31, 2008

- Income Statements/Balance Sheets: July 2008

Statements and Balance Sheets for July 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 July 2008

- Consultants' Report for July 2008

- Statistical Summary for July 2008

- Financial Update

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

Yes – Barnes, Erickson, Funderburg, Hasten, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner, Silvers, Trame

No – None

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**PUBLIC COMMENTS** - none

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

Mr. Quisenberry recently visited several out of state libraries with shared policies. One of the things that left an impression on him was each libraries ability to retain a unique identity despite the fact that all policies are determined by a central authority. Mr. Quisenberry felt that these libraries set a good example for Illinois libraries that are reluctant to adapt LINC policy as determined by the council.

**DIRECTOR'S REPORT** – Jan Ison

Ms. Ison was successful in negotiating the purchase of Wilson Select Plus and Periodical Abstract for LTLS members through group purchasing at a very reasonable rate. Ms. Ison stressed the importance of participation to make this arrangement work. Ms. Ison determined that the spike in First Search statistics is, in part, due to a new search option at the University of Illinois. In July the LTLS delivery fleet became the target of theft. Catalytic converters were stolen from vehicles, presumably to be sold to scrap yards, while they were parked at LTLS headquarters. As a result Ms. Ison is looking into ways to protect the fleet from further damage. Ms. Ison's evaluation of the distribution policies and procedures of LTLS continued in July. Ms. Ison has decided to encourage the banding of multiple items with shared destinations to streamline the sorting process and she would like to see a more disciplined approach to the labeling of bags that contain only items destined for a single location.

**COMMITTEE REPORTS** - none

**ILLINOIS STATE LIBRARY REPORT** – Karen Egan

Ms. Egan submitted a written report for August of 2008.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS**

- Action Item No. 2009-03 Expenditures over \$10,000

LTLS staff recommends payment of the checks listed below. In accordance with the LTLS Finance and Investment Policy, the checks will require two authorized signatures since the amounts are over \$10,000.

A. Alternative Business SystemsPurchase Traverse Accounting Software FY2008	\$10,125.00
B. Alternative Business SystemPurchase Traverse Accounting Software FY2009	\$10,125.00

Ms. Barnes moved to approve Action Item No. 2009-03, Ms. Funderburg seconded the motion. A roll call vote was taken:

Yes – Barnes, Erickson, Funderburg, Hasten, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner, Silvers, Trame

No – None

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•Action Item No. 2009-04 Board of Director Nominations

The Nominating Committee met on August 18 to prepare the slate of candidates for the Board of Directors election. The Nominating Committee recommends that the Board authorize the Nominating Committee to complete the slate so that ballots can be distributed to members. Ballots will be opened and counted and the election results certified at the September Board meeting.

Public Library Trustee Director – 3-year term  
Rochelle Funderburg,

Public Library Trustee Director - 3-year term  
Roseanne Reidner

Public Library Trustee Director - 3-year term  
LaVonne Gillespie

Public Library Interest Director - 3 year term

School Library Interest Director – 3-year term  
Anieta Trame

Special Library Intrest Director - 3-year term

Mr. Quisenberry moved to approve Action Item No. 2009-04; Ms. Hasten seconded the motion. The Board was unanimously in favor of the motion.

**DISCUSSION/PLANNING**

Lincoln Trail Libraries System representatives gave a very well received presentation to the Illinois State Library. The FY 2009 Crossword puzzle was used to introduce people and topics in a fun and interactive way. Much of the success was due to LTLS keeping such detailed statistical analysis of the increase in resource sharing over the last ten years. More evidence was presented to demonstrate that visits to the OPAC have increased exponentially as members become more familiar with the inter-net.

**ANNOUNCEMENTS**

The Digital Gems web-site is now on-line at [www.digitalgems.info](http://www.digitalgems.info) The William R. Thompson collection of the 99th Pursuit Squadron, part of the famous Tuskegee Airmen, has been included along with the Giertz Education Center collection. The Urbana Free Library received an LSTA grant to digitize their Champaign County History Collection for inclusion on the Digital Gems web-site.

This years symposium will be held at the Holiday Inn on April 20th and 21st, 2009. Planned topics include the use of "Evergreen" and the "Art & Architecture in Illinois Libraries" project.

The Nominating Committee met before the board meeting and still have two spots open for nominations on the board.

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**ADJOURNMENT**

Mr. Quisenberry moved to adjourn the meeting; Mr. Lanham 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, September 15, 2008.

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James Quisenberry, President

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Laura Barnes, Secretary