

DRAFT

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

**DATE:** August 17, 2009  
**TIME:** 7:00 P.M.  
**PLACE:** Lincoln Trail Libraries System Headquarters

**MEMBERS PRESENT:**

Rosanne Reidner, President ..... Ogden  
James P. Quisenberry, Treasurer ..... Urbana  
Janet Cler ..... Tolono  
Virginia Erickson ..... Champaign  
Lavonne Gillespie ..... Ashkum  
Cynthia Helms ..... Champaign  
Allen Lanham ..... Charleston  
Scott Drone-Silvers ..... Mattoon  
Anieta Trame ..... Mattoon

**MEMBERS NOT PRESENT:**

Janet Hasten, Secretary ..... Marshall  
Rochelle Funderburg ..... Champaign  
Susan Norris ..... Urbana  
Donna Miner ..... Rantoul

**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**  
August 17, 2009

Rosanne Reidner called the meeting to order at 7:00 p.m. Roll call was taken with 9 members present, 4 absent.

**CONSENT AGENDA**

The following Consent Agenda was presented:

A. Approval of Minutes of the July 20, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

516 Check Nos. 49217 through 49261

516.1 ACH Direct Deposit

516.2 Check Nos. 1167 through 1170

- Schedules of Activity

516.3 Illinois Funds-Money Market Fund

516.4 The Illinois Funds-Prime Fund

516.5 Main Street Bank and Trust Grant Account

516.6 Illinois Funds OCLC Account

516.7 Main Street Bank and Trust OCLC Checking

516.8 Illinois Funds OCLC Prime Investment

Investment Summary as of July 31, 2009

- 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

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

Yes – Cler, Drone-Silvers, Erickson, Lanham Gillespie, Helms, Quisenberry, Reidner, Trame

No – None

**PUBLIC COMMENTS** - None

**PRESIDENT’S REPORT** – Rosanne Reidner

Ms. Reidner brought the boards attention to the Library A Week feature that Consultant Michelle Ralston began publishing in July. She is enjoying learning more about other LTLS libraries. Library A Week profiles a different LTLS library each week with an email to our list and a post on the “About LTLS Members” blog. Mr. Lanham told the board that members of the staff at his library are also keeping up with the profiles and brought them to his attention.

**DIRECTOR’S REPORT** – Jan Ison

In July, Ms. Ison conducted a FISH Philosophy and Cooperation training event for a group of Chinese librarians at LTLS. Mr. Sciacca assisted Ms. Ison; they both enjoyed tailoring an abbreviated program to fit the special needs of the group and their translator. MS. Ison confirmed that the LTLS headquarters will be included in the geographic area of a Broad Band Grant that will bring improved high-speed Internet access to LTLS. Ms. Ison reported that the statistics for July increased in all areas with the exception of delivery stops due to a shorter number of working days in July of 2009 as compared to July of 2008. Ms. Boze reported that some of the increase in visits to the LINC pack are a result of a computer application that sends automated inquiries from OCLC to the LINC pack to confirm that the pack is up and running. Even with these automated inquires removed from the statistics the number of visits continues to increase substantially each month. Ms. Rollins explained that the end of year audit prevented her from providing the board with a financial update for the month of July. Ms. Rollins anticipates having both a July and August financial report in September.

**COMMITTEE REPORTS**

The Executive Committee met prior to the Board meeting and drafted an Action Item regarding the FY2010 Budget. The Action Item was discussed as unfinished business during the board meeting

**ILLINOIS STATE LIBRARY REPORT**

Ms. Egan submitted a written report to the board.

**UNFINISHED BUSINESS**

- FY2010 Budget
  - Action Item No. 2010-04 FY2010 Budget Reduction
- The Executive Committee reviewed the budget reduction announcement from the Illinois State Library. This reduction on the LTLS Area and per Capita Grant for FY2010 will result in a cut of \$136,161.13 to the General Fund. This is a reduction of 16.5%.

The Executive Committee recommends that the Board authorize the staff to proceed to reduce the system budget in the above amount with 50% to come from reductions in the General Fund budget and 50% from the LTLS Operating Reserve.

Mr. Drone-Silvers moved to approve Action Item No. 2010-4; Ms. Gillespie seconded the motion. The board was unanimously in favor of the motion.

**NEW BUSINESS**

- Action Item No. 2010-2 Expenditures Over \$10,000.00
- 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. OCLC                      WorldCat Navigator Six-Month Pilot                      \$50,000  
This item was withdrawn.

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•Action Item No. 2010-3 FY2009 Fund Designations and Revenue

The LTLS staff recommends authorization by the LTLS Board of Directors of the following fund balance designations at June 30, 2009.

Cooperative Service Fund	\$135,000
Automation Fund Appropriated Balance	\$121,153
Capital Maintenance	\$185,901
Automation Equity Fund	\$373,214
Operating Reserve (General Fund)	
A minimum balance of \$230,869 not to exceed	\$275,466

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

Mr. Lanham moved to approve Action Item No. 2010-3; Mr. Drone-Silvers seconded the motion. A roll call vote was taken.

Yes – Cler, Drone-Silvers, Erickson, Lanham Gillespie, Helms, Quisenberry, Reidner, Trame

No – None

**DISCUSSION/PLANNING**

**ANNOUNCEMENTS**

Ms. Erickson presented the Board with the Fall 2009 Calendar of exhibits and events at the Krannert Art Museum & Kinkead Pavilion.

**COMMITTEE REPORTS**

**ADJOURNMENT**

Mr. Quisenberry moved to adjourn the meeting; Ms. Helms seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 9:05 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, September 28, 2009.

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Rosanne Reidner, President

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Janet Hasten, Secretary