

**Minutes of the October 26, 2010  
Legal, Governance & Membership Subcommittee**

**Conference Call – 7p.m.**

**Location:** Conference Call

**Attending:**

Bev Obert– Coordinator (RPLS)

Rochelle Funderburg (LTLS)

Diane Steele (LCLS)

Tom Turner (SHLS)

Nina Wunderlich (RPLS)

Traci Edwards--Scribe (SHLS)

Bev stated the purpose of the meeting is to create a list of decision points with deadline dates and final decision makers. Items can be prioritized by the categories: now (November), soon (Dec-Feb), later (March-May), and new board.

**Resolution to dissolve and merge** – Lewis and Clark board has already passed. Waiting on the other three systems.

**Where System headquarters will be located** – Soon (Feb) All agreed – This committee will make 2 or 3 recommendations with plus and minuses to the panel so they can make a recommendation to the new board. Probably need to wait until all boards have passed the resolution. Discussed how long it will take to sell buildings. We may have to rent something at first. Maybe need to also wait until hubs have been decided.

**Services offered** – LLSAP and delivery, maybe consultant. Diane stated that Anne's letter says nothing else but LLSAP and delivery so shouldn't consider anything else right now. Bev feels we need to look at future services so good decisions will be made to support future needs. Nina questioned whether there had to be a system headquarters and could just have a virtual address. Services added at a later date don't necessarily have to be at system headquarters. Bev thinks what services come out of the survey is what may be included. Rochelle stated that buildings are not the big cost--staff is. Nina wondered if the system headquarters could be at a public library in the beginning. Diane brought up the fact that Anne mentioned outsourcing delivery. Committee against outsourcing because of amount of materials moved and quality of service. Delivery committee will decide hub locations. Rochelle doesn't want to waste time and money on a wish list but move quickly on what we need to do now.

Bev explained that our due diligence is not going to change our action unlike in the business world.

**Board Makeup**--Done soon (by Feb or sooner). Bev is going to give the committee options for what the layout could be (4 or 5) and would like responses at the next meeting. All agree 15 members with 8 being from public libraries. Bev will get the options on Basecamp white board.

**Membership**--Doesn't have to be done soon (later). Diane questioned whether new board should decide or should we make a recommendation to panel to make to the new board. Diane thinks the new board should make the final decision. Bev feels we owe the new board well thought out options or recommendations so they can make the final decision. Rochelle questioned what everyone's standards are currently. Bev stated that academic and special are pretty much the same. School and public are different. **Task for committee members: go through school criteria and highlight what you really like.** She has a book that lists school buildings, etc and thinks it will help us decide how to structure membership. We need to discuss our decisions with the northern libraries because ISL wants it the same across the state. Panel plans to discuss membership a little bit at each meeting.

**Organization structure of the new system**--Have to have board and director. How much staff is needed? Staff related to delivery and LLSAP is not this committee's job. Diane feels there needs to be delivery staff to better serve the people of Illinois. Since we are almost 2/3 of the state, not sure there is a company that can handle us. Possible needs may include an accountant and a human resource person. Discussed how beer trucks deliver in Montana! Bev feels ISL is willing to work with the systems to change legislation. It was suggested to let the new board and director hire people as they need them. Need to create a website for the new system and should use Plinkit because it is easy to use.

**Staff Benefits**--IMRF, health insurance, and vacation, holidays, sick time, personal time, and others. The new board will have to make the decision but we can make recommendations from our combined system information.

**By-laws for new board**--A Draft with options needs to be created for the new board. Should look at the by-laws of all 4 systems to create the options. LATER

**Budget**--Hardest thing for new system to decide. Diane asked if we should ask the finance people to create a draft? Can't ask finance people to do until we know where the hubs are going to be located and staff needs. LATER. This panel will also have to make suggestions on salary scales. Delivery and LLSAP will do their part of the budget. Bev thinks we will need new vehicles because of their age. The number needed and the number to be replaced will have to be decided. Other budget considerations include phone line costs, insurance on buildings, etc.

**System name**—Nina questioned how system name will be selected. No contest. See what comes out of surveys. Otherwise, may solicit suggestions.

**Hire new director**—New board decides in April.

**Intergovernmental agreements**—They may be needed for the interim term of the new board while they are getting started. Bev feels we will know when they are needed and deal with them at that time. Jan-April

**Plinkit**--needs to be figured out by someone because we would like to see the service continued. Currently housed at Shawnee. Could it be co-located with the rest of the servers? There is no current plan to have all the servers in one place. Started out with grant funds but now it is membership driven--libraries pay \$275 annually. Troy currently takes care of the server. Bev is going to write something up on Plinkit so everyone understands what it is. Server can be located anywhere. Needs to be decided in November so participants can be informed. Committee feels that we should recommend to the panel that the service continue and that a contract will be worked out later. Discussed how many members use Plinkit? Think around 90 with maybe 65 from our areas. Plinkit membership is still growing.

**E-book downloads**—Overdrive. LTLS calls it “My Media Mall” and is available for all libraries. The other 3 systems have groups of libraries that participate. It is going to grow and we need to at least gather information on how it could be supported. Maybe resource sharing group should look at this. Need to decide in November.

Nina questioned who will setup email. Maybe someone can take care of email and web page.

### **TASKS:**

#### **Bev—**

- Create chart with decision points, timeline, and decision maker
- Create options for board makeup
- Write up Plinkit explanation and recommendation for the panel
- Try to documents posted by the Friday before the next meeting

**Traci**—Type up minutes

#### **Committee members—**

- Look at school membership and highlight what you like--discuss at November meeting
- Look at other documents Bev adds to Basecamp and make comments/suggestions

Diane gave a pep talk about how well the panel is working and how everyone has learned how to get along.

Bev--Having this list will help us work on things in a more direct way!

Conference call ended at 8:05 p.m.

<b>Topic</b>	<b>Prioritize</b>	<b>Date</b>	<b>What, How or Who</b>
Resolution to terminate then merge	Soon	Send to ISL by Feb 1	LCLS has passed, RPLS and SHLS plan to pass in Nov/Dec. LTLS has put resolution out to membership
Plinkit	Soon	November	Will the new system continue to support Plinkit, funded by the libraries that participate. Bev will write up information/proposal.
Overdrive (e-book downloads)	Soon		In Nov request the resource sharing committee gather information about how this is working in all 4 systems and determine what support will be needed by the members to continue providing e content.
Make up of the Board	Soon	By Feb or sooner	Bev will write up possible membership for the subcommittee to react to and present to the panel. Already decided 15 members 8 Public Library Trustees.
Location of new system headquarters	Soon	Feb	Decision points: Do we need a building, if so where, use existing building short term or new location, size needed, LLSAP & delivery decisions will impact the discussion
Services	Soon		LLSAP & Delivery—Don't try to do more at this time, not enough money.
System name	Soon	Feb 1	Look at results of survey, panel brainstorms a name
Membership	Later	May 1	LGM will look at the ILSDO draft membership, study how it will impact current members, will draft a recommendation on membership and grandfathering libraries to be presented by the new board for decision making. LGM will work on pieces of this at each committee meeting.

Organization Structure: Staffing	Later	April 1	Delivery, LLSAP, director, accounting/HR, tech, are current needs seen by the committee. The number and job descriptions to be decided later. Final decision is the New Boards.
Budget	Later		New Board has final say. LGM can draft possible salary scales and estimate needs for budget lines.
Budget: Delivery	Soon		The Delivery subcommittee needs to look at the current vehicles and determine how many need to be replaced, possible cost, gas costs, insurance cost, and create a maintenance schedule and replacement schedule.
Budget: Staff Benefits	Later		IMRF, health insurance, vacation, holidays, sick time, personal time, and others. LGM will investigate options to be presented to the New Board. Will look at current policies and create a draft policy with options.
Hire new director	Later	Hired by May 1	New Board makes decision. Need a job description, requirements for job, salary/benefits.
By-laws	Later		LGM will review current By-laws and combine them into one draft document with some options for the new board to decide, then approve.
Intergovernmental agreements	Later		Panel decides if and when needed.
Technology Needs	Later		Webpage, email, computer support listservs, etc.
Phone lines	Later		Connecting the delivery hubs and headquarters.
Vehicles for staff	Later		Director and others that need to travel to member libraries, meetings etc. Will they be provided?