

## **Minutes of the November 10, 2010 Legal, Governance & Membership Subcommittee**

**Location:** Rolling Prairie Library System

**Attending:**

Bev Obert – Coordinator (RPLS)

Tom Turner (SHLS)

Diane Steele (LCLS)

Mary Ann Pohl (RPLS-Alt)

Rosanne Reidner (LTLS-Alt)

Traci Edwards--Scribe (SHLS)

Others Present: Donna Schaal (LTLS), Ramona Rollins (LTLS), and Mike Szymkoski (RPLS)

Motion was made by Diane Steele and seconded by Tom Turner to accept the minutes from the Oct. 13 and Oct. 26 committee meetings. Motion carried unanimously.

Doris McKay is working to get more documents on Cooperation Today. She is going to put all approved minutes on the Cooperation Today site.

At the last meeting, it was decided to put all due diligence files on cds for distribution. The system directors decided it would be more efficient to put them on the Cooperation Today site. A new tab will be created for the information. Documents can be added to the site as they are collected and all documents will be in pdf format.

It was decided that Tom will give the committee report today.

### **BOARD MAKE-UP**

Committee discussed the board make-up document that was posted Nov 4. Diane review comments made about the document on Basecamp. She noted that two from each system only applies to the first board, after that we will be one system. It will be up to the new board to decide how to get a good board mix. Rosanne stated that she is not for having a large library seat.

Diane and Nina liked 3 and 5, Tom liked 2 and 5, Karen Bounds liked 4 and 2. There was a discussion on having a large library seat. There are only 5 or 6 districts over 30,000 that would be eligible to fill the position.

The committee looked at the pie chart of membership numbers. The majority of libraries are schools and publics.

Diane made a case for Option 4 giving schools 3 reps since there are more schools than anything else: 260 schools, 231 publics, 65 specials and 38 academics.

Agreement made to recommend option 4 to the panel because it best represents the percentages of library types.

Diane believes the new board needs to be in place sooner than we thought. Bev stated that if the panel will pass our recommendation in December, the new board can be created.

Diane stressed the importance that boards pass the resolution to dissolve by December or preferably sooner. No decisions can really be made before this happens.

Committee discussed the process of selecting the first year board and for applying staggered terms. No changes were suggested so the documents will be posted to Basecamp by next week for everyone's review. The rejected options will be listed at the bottom of the document.

### **SCHOOL MEMBERSHIP CRITERIA**

School standards from the systems are very different making the process difficult. The four systems have schools with enrollment as low as 50 and as high as 1,000+. We know that ISL wants the standards the same throughout the state so communication with the northern systems will be necessary. Bev offered to come up with options much like was done with the system board information to help the committee through the process. She feels that if we can get something together that will work for the southern systems, it will work for the north as well. It would be helpful if the system could help fund LTA programs. There will have to be tiered school qualifications to accommodate difference population levels with a desired and a minimum requirement for each. Bev is also going to put together grandfathering options so send ideas to her.

Committee discussed whether OCLC membership should be required to be a system member like Lincoln Trail does currently. Committee doesn't feel that this should be a requirement. Discussed that the State library contract with OCLC is up this year and no one knows what will happen. Resource committee should review.

Bev asked what parts of the school membership criteria document is liked or disliked by committee members.

Diane—doesn't think CE should be required because we can't offer it. Also, no evening and summer hours required.

Nina via Mary—Read Nina's thoughts (see last page).

School librarians may be able to get CE hours through Webjunction. Also, system should encourage attending Bradley and ISLMA conference.

### **HEADQUARTERS LOCATION**

Diane thinks we will have to look at using current buildings until they sell because there won't be money to keep current buildings and rent new hubs. Bev is concerned that with a large board, there will need to be space for video conferencing equipment. Brainstormed on what minimum requirements will be needed once all buildings are sold: space for director, finance/hr person. Probably try to get a short-term rent option.

Bev reported that there is a group of Alliance libraries that want to join the southern systems. Bev advised them to stay with the north through the merger, then in the first year petition to join the south.

Looked at a map of Illinois to determine a possible system location. Clifton to Cairo is 265 miles (north to south) and Belleville to Danville is 177 miles (east to west). Effingham seems to be the logical middle location. It has easy access to highways and many places to have meetings. If Effingham public gets access to the bank buildings next to them, we could maybe get office space there. It was decided to report to the panel that the committee feels the preliminary place to put the headquarters once buildings are sold is in Effingham. The new board will be responsible for finding rental space in Effingham.

### **IMRF**

Two IMRF information sheets were reviewed. The new entity would take the liability of each systems liability. If the new entity doesn't choose to offer IMRF, IMRF would sue to cover the liability. Systems mainly have debt in IMRF because of the current economy which may change in the future. If IMRF is not paid up, current pensions could be adversely affected in the future. The committee recommends keeping IMRF benefits in the new system.

### **PLINKIT**

Committee members agreed on the importance of Plinkit and will recommend to the strategic planning committee to keep Plinkit. Bev's informational Plinkit sheet will be given to the strategic planning committee.

### **DOWNLOADABLE CONTENT**

LTLS allows everyone with a barcode access to My Media Mall. Items are selected by a committee. This is a joint project with NSLS and some other northern libraries. My Media Mall is accessed on LTLS's webpage and they do all tech support. The other three systems use Overdrive. We believe this service is important and are asking the resource sharing committee to investigate.

### **DIRECTOR JOB DESCRIPTION**

Bev is getting director job descriptions from all four systems and will combine them to make options for the committee to review. This probably won't be done until January.

**COMMITTEE TASK:** Bev wants committee members to read "Othercomments.pdf" posted Nov. 3 and "Nameof Organization.pdf" posed Nov. 9 and highlight things that pertain to governance issues or system names.

We won't have a meeting before the Dec. 2 meeting. Bev and Jan will be gone the first two weeks in January. January panel meeting may have to be vtel.

*(Read into the minutes of the LGM November 10, 2010 committee meeting)*

**SCHOOL MEMBERSHIP CRITERIA**  
**Statements Nina W. likes**

From compilation of the School Standards of each system posted by Bev on Sept. 21

**FROM LCLS:**

4.2.1 Director ----“If the replacement does not occur within one year, documentation of active recruitment must be provided to the system....”

R4.4.2 Budget ---- “The Library Director and all applicable staff are involved in the development of the budget.

**From LTLS:**

2. Fiscal Resources – b. “School, special, and academic libraries have an identifiable library program budget within the overall agency/institution budget.”

4. Staff a.2) ----“Meet or adopt a plan for meeting staffing recommended by appropriate professional standards for that type of library.”

d. School district libraries --near end of that paragraph: “School districts should strive to reach the ISLMA Linking for Learning standard that affirms every effective library media program requires; one or more paid clerical support staff; one or more paid technical support staff.”

5. Facilities/Equipment ---a. “Member libraries (and their various branches, buildings, attendance centers) shall be housed in their own identifiable, centrally accessible quarters and shall have a library as defined....”

c. “Member libraries shall have access to a telephone, photocopy equipment, fax (or electronic transmission means) capacity, email, and computer equipment appropriate to access electronic resources outside the library.”

**From RPLS:** Overall, I think RPLS criteria are very good. Simple, to the point, common-sense, some higher standards to reach for, but nothing a school district shouldn't be able to meet, even in these difficult times (I think). It mostly depends on the priorities of the school administration.

**From ShLS:**

“District – Each school district will be staffed by at least one paid employee whose primary responsibility is provision of library service.”

“Within each school district, separate buildings must have some identified library personnel in order to be recognized as a qualified attendance center.”

“Each school district that is a member of....as filing an annual application for a school library per capita grant.”