

**Minutes of the March 8, 2011  
Legal, Governance & Membership Subcommittee  
Conference Call 7 p.m.**

**Attending:**

Bev Obert – Coordinator (RPLS)  
Arlene Dueker (SHLS)  
Diane Steele (LCLS)  
Nina Wunderlich (RPLS)  
Rochelle Funderburg (LTLS)  
Traci Edwards--Scribe (SHLS)

**Others Present:** Donna Schaal (LTLS)

Bev stated that the goal of this meeting is to work on the Application to Merge PP DOC LGM 2.26.11 D2 v.1 so it can be put up on Basecamp before Friday's Panel meeting.

Leslie and folks at LCLS made changes. Diane hopes no one minds that she passed this on for comments. Knows Bev has a lot on her plate.

**Discussion on Records Retention**

Records can be worked on later but if you have people to work on it now, great! Just want it listed in the application. Bev—there isn't anything on electronic retention in the document yet. Diane got the impression that they didn't want a lot of paper at State Library. Bev just wants to be sure they know what can legally be destroyed.

Rochelle—no point hauling stuff around if it can be destroyed. Each system could review stuff enough to know what can be destroyed.

The task is currently in May so we can have time to get permission to discard. Everyone can start on it early if they want. Shawnee is in good shape, RPLS went through a few years ago. Diane doesn't know about LCLS. LTLS pitched a lot 3 or 4 years ago. Most things have to be kept for 7 years but some things are forever. RP had assistant put all board minutes in binders. Diane--Can it all be put in electronic format? That would take a lot of time. Board minutes have to stay with the new system. Newsletters--not sure where they are going.

**Distribution of Assets and Liabilities**

Deadline dates have been made clearer.

Donna asked for a copy of the document. Rochelle is forwarding to Donna.

Wanted to make sure that LLSAP funds are listed separately. Bev is going to check to see if the wording is correct for ILS platform.

### **Plan for Transition**

State library make it clear what services to include. Donna—might want to add OCLC grant that LTLS gets. Bev—Thinks it is more a bookkeeping grant. Bev going to add OCLC billing to the list.

Application is due April 4 but the timeline starts in March.

March activities are self explanatory. We already have FEIN number. Address is Phil's. The url has been registered and the name reserved.

Transition board will meet at the end of March.

Rochelle—How is the transition board going to create an executive ad& if we don't know what the budget is? Bev—We've been told to use the combined budgets of the 4 systems. We have the salaries of all current directors as a range. Rochelle—Is it an interim director or permanent director? Up to the transition board.

Diane—Lawren and Greg were helpful at our last meeting. We received more guidance. Rochelle doesn't see how we can put an ad out for a job when we don't know what the job is yet. Bev—We do have a job description and don't think it will be so different from directors current jobs. It doesn't have to be perfect but done enough to get things going. All documents can be changed.

Donna—If you have an advertisement for interim, that is different that the real one so thinks you have to decide which.

It's the transition board's decision.

Rochelle—not honest or forthright to put out a job ad& when you don't know if it is temporary or permanent. Has to be decided early in the process.

Bev—That is why we are getting together as many documents we can to hand over to the transition board so they can work on other things.

Donna—The other thing is that it has to be decided whether the interim can apply for the permanent position.

This document has to be approved by system boards next week. Friday's meeting is only dealing with this document.

April—If something doesn't get done in one month, can be moved to the next month.

Committee decided to leave review of local records in April.

Bev is adding "fluid timeline." Also, adding historical stuff.

Put in following months to continue working on local records. So everyone knows it doesn't have to be done in 1 month.

Rochelle—who will be responsible for unemployment benefit claims. Bev—Fiscal officers are working on this. We are going to suggest that all current staff continue over until July or Aug to ensure cobra services.

Rochelle—Is there a budget set aside for unemployment benefits? Bev--Most of us are covered under LIMRiCC. Rochelle is afraid that it may be more than we think. Rochelle would like to look at staffing quickly so we can let people know. Sure they are under stress.

Some people can be transferred to other positions. Want everyone treated fairly.

Rochelle—At least let people know when we will know positions.

Donna—There are services that LTLS offers like Content DM. They have made commitments to their members want to know how these will be handled. Bev—Feels they are resource sharing. Not sure how we are going to keep Plinket going though.

Donna—LTLS also gives out email accounts as well. RP has advised people for the last 6 months that they need to get their own emails. Donna—Guess LTLS needs to do the same.

**May**—Bev is hoping there will be a director in place. Knows Jan is planning on doing the plan of service and budget but would like the director to have some say.

Bev going to look for some more policies that need to be added under transition board.

Has work for the IT staff included in May.

LLSAP staff will be the same as now and delivery will probably be the same also.

Rochelle—How does union contact affect everything?

Jan is going to call you about it. They still have 1 year on the contract. They will not have to reapply like everyone else. There are four union drivers.

Rochelle—What you might be looking at is that union becoming the bargaining union for all the drivers in the new system. Have to be prepared to deal with it.

Bev is going to change the wording to say—The delivery and LLSAP staff positions will be filled.

Arlene—Think there isn't a lot we can do with unions so we need to move on.

Doesn't think there will be a problem because the contract expires next year and we don't have to renew.

Rochelle—It depends on what the contract says. It isn't as simple as the contract expires and they are done.

Arlene—Believes Ellen has to move a little more aggressively because of the union contract. Bev thinks there is a 60 day notice.

Donna—It won't matter since we are going to outsource delivery anyway.

Arlene—To hold them to the contract, they only work in existing boundaries.

Don't have enough delivery information to get an outsourcing bid yet.

**June**—Joked about putting a party on the list.

We know we will need fiscal people at least until August.

Bev—May have to put some things in July and August about staffing and the new board taking over. As she was reading through the last committee minutes, saw where Lawren said that some people may be carried through July and some through August.

If you can think of anything to add, let her know.

Donna—What month do you anticipate remaining funds being transferred? Systems are going to have to have some money to wind things up. How does the money get to where it needs to be? Bev doesn't know. If she loses her job, she would be paid for unused vacation and sick time. Where would the money come from? Those are liabilities and have been calculated.

Arlene—Bank accounts will have to be setup for the new system.

Donna—Wants to know who is going to do this and when. How can you pay a new director?

Bev—Current boards will have to share the cost of the director.

Diane—We need to talk to Greg about this.

Bev will make all the corrections we have talked about and incorporate LCLS suggestions into a cleaned up document. She will also get info from Greg about creating accounts and when it can be done. Late tomorrow she will send out the document to committee members and put it up on Basecamp for the meeting on Friday.

Donna asked about Content DM again. Bev said she is worried about Overdrive.

There was a discussion on Overdrive and recent restrictions.

Overdrive was not happy with the size of LTLS contract. Anyone with a valid barcode can get it so can be reciprocals also.

Adjourn at 8:13.