



## **Meeting of the Merger Transition Board**

April 20, 2011, 5 p.m.

Metropolitan Library System/Burr Ridge & Prearranged Videoconference Sites<sup>1</sup>

### **AGENDA – Final Draft**

1. MEETING CALLED TO ORDER – Su Erickson, Transition Board President
2. ROLL CALL OF THE MEMBERS OF THE TRANSITION BOARD – Carol Nebbia, Acting Recording Secretary
3. RECOGNITION OF GUESTS & ANNOUNCEMENTS – Su Erickson
4. REQUEST FOR PUBLIC COMMENTS – Su Erickson
  - 4.1. Videoconference Sites
    - 4.1.1. MLS/Burr Ridge
    - 4.1.2. ALS/East Peoria
    - 4.1.3. PALS/Coal Valley
    - 4.1.4. Western Illinois University
    - 4.1.5. Illinois State Library
    - 4.1.6. Rolling Prairie Library System
5. ADOPTION OF THE AGENDA – Su Erickson – **Action Item**
6. APPROVAL OF MEETING MINUTES – Su Erickson – **Action Item**
  - 6.1. April 6, 2011 Meeting Minutes – Document 6.1
7. OPEN MEETINGS ACT – Su Erickson – **Discussion**
  - 7.1. Update on OMA Issues – Kathy Caudill, Transition Board Open Meetings Act Designee
8. CONTRACTING SERVICES – Su Erickson – **Report & Discussion**
  - 8.1. Financial Services
    - 8.1.1. Report on Consulting Project – Su Bochenski, Project Liaison & MLS Executive Director
    - 8.1.2. Discussion with Project Staff – McGladrey Representative
  - 8.2. Benefits
    - 8.2.1. Report on Consulting Project – Jan Hayes, Project Liaison & NSLS Acting Executive Director
    - 8.2.2. Discussion with Project Staff – McGladrey Representative

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<sup>1</sup> Transition Board members should confer with the executive director of their system to arrange and implement videoconference services.

- 8.3. Human Resources
  - 8.3.1. Report on Consulting Project – Jan Hayes, Project Liaison & NSLS Acting Executive Director
  - 8.3.2. Discussion with Project Staff – MAI Representative
- 8.4. Facilities Planning
  - 8.4.1. Report on Consulting Project – Michael Piper, Project Liaison & PALS Executive Director
  - 8.4.2. Discussion with Project Staff – IFF Representative
9. POLICIES AND PROCEDURES OF THE TRANSITION BOARD – Su Erickson
  - 9.1. Meeting via Electronic Means – Document 9.1 – Jane Arsenault, Merger Consultant – **Report**
  - 9.2. Policy for Visitors to Speak at Board Meetings – Document 9.2 – Jane Arsenault – **Action Item**
  - 9.3. Policy on Approval of the Last Meeting Minutes of the Merger Transition Board – Document 9.3 – Jane Arsenault – **Discussion**
10. UPDATES FROM SYSTEMS – Su Erickson – **Discussion**
  - 10.1. Projected Cash Flow – Document 10.1 – Michael Piper, PALS Executive Director (Handout)
  - 10.2. Fiscal Year 2011 Status of Services, Budgets, and Properties – ALS, DLS, MLS, NSLS, PALS Representatives
11. MERGER PLANNING PROCESS – Su Erickson
  - 11.1. Planning Process & Timeline – Document 11.1 – Jane Arsenault – **Report**
  - 11.2. Action Items for Boards of the Five Library Systems – Document 11.2 – Jane Arsenault – **Report**
  - 11.3. Update on LLSAP Process and Timeline for Contracting for Services – Document 11.3 – Michael Piper – **Report**
  - 11.4. Update on Issues Regarding Libraries Served in the Quad Cities Area – Michael Piper – **Report**
  - 11.5. Member Advisory Board – Jane Arsenault – **Report**
  - 11.6. Proposal on Interim RAILS Administrative Office for FY12 – Document 11.6 – Jane Arsenault – **Discussion**
12. SELECTION OF THE INTERIM EXECUTIVE DIRECTOR – Su Erickson
  - 12.1. Search Committee Members and Search Process Timeline – Document 12.1 – Jane Arsenault – **Report**
  - 12.2. Interim Executive Director Job Description – Document 12.2 – Jane Arsenault – **Report**
  - 12.3. Selection of the Interim Executive Director
    - 12.3.1. Recommendation of the Search Committee – Alan Davidson, Committee Chair – **Report**
    - 12.3.2. Approval to Hire – Su Erickson – **Action Item**
      - 12.3.2.1. Discussion
      - 12.3.2.2. Motion
      - 12.3.2.3. Roll Call Vote
13. ELECTION OF NEW SYSTEM BOARD – Su Erickson – **Report**
  - 13.1. Report from the Nominating Committee – Janice Sherman, Committee Chair
  - 13.2. Nominating Committee Members and Instructions – Document 13.2 – Janice Sherman
  - 13.3. Nominating Timeline – Document 13.3 – Janice Sherman
  - 13.4. Policy on Travel Reimbursement – Document 13.4 – Jane Arsenault
14. DOCUMENTATION TO ESTABLISH NEW SYSTEM – Su Erickson – **Discussion**
  - 14.1. Plan of Service – Document 14.1 – Su Bochenski
15. SYSTEM AREA AND PER CAPITA GRANT – Su Erickson – **Report**
  - 15.1. Process and Timeline for Development, Approval, and Submission of FY12 Grant Application – Document 15.1 – Su Bochenski

16. COMMUNICATIONS SUBCOMMITTEE – Su Erickson – **Discussion**

- 16.1. Accept Report on FY12 Communication Plan – Document 16.1 – Jane Arsenault – **Action Item**
- 16.2. Report from Subcommittee – Kathleen Pilat, Communications Subcommittee Chair – **Report**

17. MEETING SCHEDULE – Su Erickson – **Discussion**

- 17.1. Future Meetings
  - 17.1.1. May 2 and 18 at 4 p.m.
  - 17.1.2. Poll for June Meetings
- 17.2. Locations
  - 17.2.1. Transition Board Members May Attend via Prearranged Videoconferencing Sites

18. NEXT MEETING AGENDA ITEMS – Su Erickson – **Discussion**

- 18.1. LLSAP Contracts for Services
- 18.2. Hiring of Interim Executive Director
- 18.3. Slate of Candidates for New Board
- 18.4. Documentation to Establish New System – Plan of Services
- 18.5. Draft of System Area and Per Capita Grant Application
- 18.6. Update on Consulting Services

19. EVALUATION OF MEETING REGARDING COMPLIANCE WITH THE OPEN MEETINGS ACT – Kathy Caudill – **Discussion**

20. PUBLIC COMMENT – Su Erickson – **Discussion**

- 20.1. Request for Comments
  - 20.1.1. MLS/Burr Ridge
  - 20.1.2. ALS/East Peoria
  - 20.1.3. PALS/Coal Valley
  - 20.1.4. Western Illinois University
  - 20.1.5. Illinois State Library
  - 20.1.6. Rolling Prairie Library System

21. ADJOURN – Su Erickson – **Action Item**

## Reaching Across Illinois Library System (RAILS)



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<sup>2</sup> Neither the process to select the system's logo nor the logo for the Reaching Across Illinois Library System have been selected at this time.