



Illinois Heartland Library System

Attachment A

AD HOC LONG RANGE PLANNING COMMITTEE MEETING

Monday, January 13, 2014, 4:00 p.m.

(via phone, and at the office listed below)

Phone connection: 1.800.444.2801 | Conference code: 3892694

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Meeting Notes

1. Call to Order – Chair Trammell called meeting to order at 4:02 p.m.
2. Roll Call – members attending by telephone: Nancy Huntley, Erin Steinsultz, Nina Wunderlich ; attending at office location: George Trammell, James Fenton, Linda McDonnell. Others attending at office location: Leslie Bednar.
3. Public Comment -- none
4. Introduction – Bednar agreed to take notes for first meeting and Peggy Durst will be note taker at future meetings. Committee determined regular meetings will be second Monday of the month at 4 p.m.
5. Review Committee Charge and Budget Parameters – Chair Trammell reviewed committee charge from board president McDonnell: determine facilities needs; consider additional system services to members; how might we market system to new members; and query board committees and Executive Director for input and suggestions as well as desired timelines for project.
The FY2014 General Fund budget includes \$10,000 for consulting services for long range planning project. Project was included in FY2014 Plan of Service submitted to and approved by Illinois State Library.
Reviewed suggestions and questions received from board members regarding process.
6. RAILS Long Range Planning Process
In July 2013, RAILS officially launched a strategic planning process designed to guide the development of future system services for RAILS member libraries of all types (academic, public, school, and special). Nancy Bolt and Liz Bishoff from NB&A (Nancy Bolt & Associates) are assisting RAILS with the process. RAILS anticipates completing the process within 18 months. Components:
--Member input (focus groups and member survey)
--Staff input
--Environmental scan
7. Selecting a Consulting Firm -- We can ask consultants for a proposal based on goals of the project, no need for a Request for Proposal (RFP).
8. Next Steps – Begin process with a one-day board retreat facilitated by external consultant. Committee charged Bednar with securing bids for this service from four firms to be presented at January board meeting. Bids will be requested from: Dan Wiseman (Wiseman Consulting),

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216



Illinois Heartland Library System

Attachment A

- Pat Wagner (Pattern Research/Siera Learning), Nancy Sylvester and Nancy Bolt (Nancy Bolt & Associate). Bednar will also provide estimated facilities costs for the retreat.
9. Next Meeting – February 10, 2014 at 4 pm.
 10. Public Comment – Chair Trammell thanked committee members for their interest and participation in the project.
 11. Announcements
 12. Adjournment – 4:35 p.m.

The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216