



MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: March 2, 2015
RE: Agenda Building

In FY2015, the IHLS Board of Directors has made great strides regarding more effective and efficient meetings. I propose we add an additional element to the board agenda layout to help all of us focus on the next meeting.

Some organizations use a concept termed “agenda building” as a mechanism for the public body to determine topics and presentations for the following meeting. It may be a reminder of unfinished business from the current meeting or new topics the board wants to learn more about. Our staff will always bring items to the board that are timely and require feedback from the directors. In addition, we would appreciate suggestions on additional topics the group is interested in.

This process can be especially helpful as we move through the long range planning project. We want to provide the information and tools necessary to support your role as governing authority.

Attached please find a recent example from the Reaching Across Illinois Library System (RAILS).

Thanks for your consideration.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, February 27, 2015 | 1:00 PM
Burr Ridge Service Center | 125 Tower Drive
Burr Ridge, IL 60527
Tel: (630) 734-5000

Call in information: 1-800-747-5150 access code: 7345000

REVISED AGENDA

1. WELCOME AND INTRODUCTIONS – Bill Coffee, President
2. ROLL CALL OF RAILS BOARD OF DIRECTORS MEMBERS – John Sayers, Secretary
3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Bill Coffee
4. PUBLIC COMMENTS – Bill Coffee
 - 4.1.1 RAILS - Bolingbrook
 - 4.1.2 RAILS - Burr Ridge
 - 4.1.3 RAILS - Coal Valley
 - 4.1.4 RAILS - East Peoria
 - 4.1.5 RAILS - Rockford
 - 4.1.6 RAILS - Wheeling
 - 4.1.7 Illinois State Library
5. ADOPTION OF THE AGENDA – Bill Coffee
6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES
 - 6.1 RAILS Board Minutes of January 23, 2015 Regular Meeting
 - 6.2 RAILS Financial Report – Jim Kregor
 - 6.3 Approval of Expenditures – January, 2015 – Jim Kregor
7. REPORTS
 - 7.1 Reports from the RAILS President – Bill Coffee
 - 7.2 RAILS Board Committee Reports-Committee Chairs
 - 7.2.1 Consortia Committee – John Sayers
 - 7.2.2 Consortia Futures Committee – Kate Hall
 - 7.2.3 Delivery Committee – Kate Hall
 - 7.2.4 Executive Committee – Bill Coffee
 - 7.2.5 Operations Committee – Ben Schapiro
 - 7.2.6 Policy Committee – Mary Jo Matousek
 - 7.2.7 System Membership Standards Committee-Kathy Parker
 - 7.3 RAILS Reports
 - 7.3.1 Executive Director Report – Dee Brennan
 - 7.3.2 RAILS Service and Operations Report

7.4 Illinois State Library Report- ISL Staff

8. BOARD DEVELOPMENT

8.1 Book Industry Statistical Report-Dee Brennan

9. NEW BUSINESS

9.1 Bylaws Revision, Personnel Policy changes-Barb Brooks

9.2 Bylaws Revision, Eligibility of Directors-Committee-Dee Brennan

9.3 Appointment of Nominating Committee-Dee Brennan

9.4 Joint Systems Board Meeting May 12, 2015- Dee Brennan

9.5 Discussion and possible approval of delivery staffing changes

10. UNFINISHED BUSINESS

10.1 April 2015 Board meeting: date and location change-Dee Brennan

10.2 LLSAP Contracts Review and Discussion –Anne Slaughter

10.3 FY16 Budget Update-Dee Brennan and Jim Kregor

11. RAILS BOARD MEMBER REPORTS

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

13. ADJOURN

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.