



Policy and Planning Committee Meeting  
March 22, 2012, 7:30 p.m.  
Minutes

Members present: Elizabeth Letterly, Chair; Janet Hasten, Betsy Mahoney, Susan Tulis, Ellen Popit, IHLS representative; Leslie Bednar, IHLS director.

Absent: Joshua Mikeworth

The meeting was called to order at 7:30 p.m.

There were no public comments.

A motion to approve the minutes for the January 31, 2012, meeting without correction was made by Betsy Mahoney and seconded by Susan Tulis.

Incorporating the requirement that all member libraries complete the required Single Unified Source of Information (SUSI) registration into the present Membership Criteria policy was discussed by the committee.

Betsy Mahoney pointed out that a statement could be added to the second to the last paragraph of the present policy, which states, "To remain a member in good standing, member libraries must abide by the System's Plan of Service and Policies." It was questioned whether this requirement included all libraries belonging to the system or just those libraries who are LLSAP members, and Ellen responded that the formatting of the entire policy indicates that this paragraph includes all members of the system, whether LLSAP members or LLSAP non-members.

Ellen suggested the following statement be added to this paragraph, "In addition, all member libraries will annually complete the Illinois State Library's certification process as a membership requirement."

Susan Tulis made a motion that the statement be added, and Betsy Mahoney seconded. The motion passed unanimously. This change to the Membership Criteria policy will be presented to the system Board at the March 27, 2012, meeting for approval.

The language of the Membership Grievance policy was discussed, centering on the language concerning initiating the grievance process. Ellen noted that the staff of the Illinois Heartland Library System are comfortable advising the complaining library(ies) of the grievance process steps, including the initiation of the process. The policy is designed to be clear, broad, and a step-by-step process.

It was moved by Janet Hasten and seconded by Susan Tulis that this issue be tabled for the time being. All agreed.

There was no new business. A motion to adjourn was made by Janet Hasten and seconded by Susan Tulis. The meeting adjourned at 8:15 p.m.

Carterville Office:  
607 S. Greenbriar Road  
Carterville, IL 62918  
618-985-3711

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

Decatur Office:  
345 West Eldorado Street  
Decatur, IL 62522  
217-429-2586

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