



**Policy and Planning Committee Meeting
April 9, 2012, 5:00 p.m.
Minutes**

Members present: Elizabeth Letterly, Chair; Janet Hasten, Betsy Mahoney, Joshua Mikeworth, Susan Tulis, Ellen Popit, IHLS Representative

The meeting was called to order at 5:03 p.m.

Roll was called. Joshua Mikeworth joined the meeting at 5:11 p.m. Janet Hasten left the meeting at 5:33 p.m.

There were no public comments.

A motion to approve the minutes of the March 22, 2012, meeting without change or comment was made by Janet Hasten and seconded by Susan Tulis.

The language of the LLSAP Policy, part of the larger Resource Sharing policy approved by the Board on July 5, 2011, was examined and discussed. The committee recognized a need to include a statement that the Illinois Heartland Library System owns the database and its hardware and enters into financial obligations on behalf of the LLSAP membership. In addition, there needs to be language acknowledging that, because the financial support of the LLSAP comes largely from its member libraries, that the membership and the LLSAP governance structure must fully participate in approving these financial and contractual obligations and provide advice and consent in these matters.

The changes made were to the following:

A paragraph added to the Introduction paragraph regarding the ownership of the database and the equipment, the right of the IHLS to enter into financial and contractual obligations with the full advise and consent of the LLSAP membership.

IV.A.1.

IV.A.9

IV.A.10 and IV.A.11 which were combined.

Adding IV.A.14 (with the combination of 10 and 11, this is changed to IV.A.13) to the Responsibilities of the LLSAP Membership as IV.B.10.

Whether Paragraph IV.A.7 was strong enough was discussed by the committee. A memorandum of understanding will be signed in April regarding membership fees and contractual obligations to the new LLSAP and, later, a second memorandum of understanding will be put forth to membership regarding policies. Ellen commented that this is a beginning document and very fluid and will, no doubt, be revisited many times as the LLSAP governance structure begins to set its own policies and structure.

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The committee agreed to meet again after examining the proposed language changes to discuss any additional changes and approve recommending these changes at a meeting before the board meeting, so this document can be part of the board packet on April 24 and the changes put forward at the April 24 board meeting for approval by the board.

The revised document with the proposed changes and a meeting poll will be put out to committee members on April 10.

There was no old business.

There was no new business.

The meeting adjourned at 6:11 p.m.