

ILA Executive Board Meeting Minutes
Friday, 21 September 2007
Illinois Library Association

Present

Officers

Tamiye Meehan, Immediate Past President
Bradley F. Baker, President
Donna Dziejic, Vice-President / President-Elect
Jamie Bukovac, Treasurer

Directors

Dean Bryan
Carole Dickerson
Emily Guss
Tina Hubert
Nancy Huntley
Julie M. Milavec
Michelle Petersen
Theodore Schwitzner
Christine Stupegia
Jocelyn Tipton
H Dayle K. Zelenka

Ex Officio

Robert P. Doyle

Absent

Anne B. Craig
Halle Mikyska

Guests

Kiplund Kolkmeier
Blaine R. Redemer

The meeting began at 10:13 A.M.

Review of the Agenda

B. Baker reviewed the agenda and it was approved, by consensus, with the addition of a new topic, under the President's Report, the Free Exchange on Campus Campaign.

D. Dziedzic moved, T. Meehan seconded and it was

Voted, That the Illinois Library Association's Executive Board approve the minutes of the ILA Executive Board Friday, 27 July 2007 meeting with the correction of two typos on page 9. (The motion passed unanimously. D. Bryan and J. Tipton abstained, since they were not present at the last board meeting. H. Mikyska was not present to vote.)

Public Policy Committee (PPC) Report

Legislative Overview

K. Kolkmeier presented an update, noting the 2007 Veto Session will be 2-4 & 10-12 October.

Governor's Lawsuits

Sangamon County Circuit Judge Patrick Kelley dismissed Blagojevich's lawsuit against the House Clerk on Thursday, 20 September.

The governor maintained that the clerk violated the state Constitution on September 4, when the Illinois House of Representatives met for a regular session, and his \$500 million vetoes from the state budget weren't entered into the *House Journal*. The Constitution specifically requires that veto messages be entered "immediately" and then gives the originating chamber (the House, in this case) fifteen days to take action.

The governor's lawyers were demanding that Kelley force the house to retroactively enter the message into the journal, which would have meant that by last Thursday's court date, the September 19 deadline would already have passed for any action on the overrides. While the Illinois Senate didn't enter any of the governor's veto messages into its own journal, the governor only filed suit against the Illinois House of Representatives. By failing to include the Illinois Senate, the governor's case was exposed for what it really was: a bogus judicial extension of his intense political fight with the House Speaker.

Judge Kelley said in open court when announcing the case's dismissal that complying with the governor's wishes by requiring the house forfeit its right to act on the vetoes "would be a grave injustice not only to members of the house, but also the people of Illinois who have the right to see the legislative process run its course." The judge also slammed the "Hatfields and McCoys" atmosphere of the never-ending legislative session that has pitted Illinois House Speaker Michael J. Madigan and Governor Rod. R. Blagojevich against each other all year.

There's still one more of Blagojevich's lawsuits pending. This is the one in which Blagojevich wants the courts to say he gets to set both the date and time of special sessions. Madigan thinks otherwise, which is what got him sued by the governor.

Last week, Illinois House of Representative Minority Leader Tom Cross (R-84, Oswego) quietly filed papers to get involved in the lawsuit as an ally of Madigan. Cross argued that any decision made affecting Madigan also affects the Republicans. Cross is being represented by former Republican Representative John Countryman. Cross spokesman David Dring said Countryman is doing the work for free. Dring added that Cross wants to see Madigan win so that when Republicans win control of the Illinois House of Representatives and Cross is elected speaker, he will not have to face similar questions about special sessions.

House Bill (HB) 664

Yesterday, the governor amendatorily vetoed House Bill (HB) 664, commonly known as the 7 percent assessment cap legislation. HB 664 was passed by the Illinois General Assembly on August 10, sent to the governor on August 23, and vetoed on September 20. The bill would have the affect of extending the current special property tax treatment for certain homeowners in Cook County for another three years.

The governor vetoed the bill for two reasons: (1) he wanted to make the program permanent rather than phased out after three more years; and (2) he wanted to include more homeowners with higher property values. It is also clear that part of the governor's motivation was to a veto a bill proposed and negotiated by the Illinois House Speaker Michael J. Madigan (D-22, Chicago).

As a result of the uncertainty of when or if this bill would be signed, final tax bills in Cook County have not been sent out. Cook County Assessor Jim Houlihan was waiting until the legislation was finalized. However, because the governor vetoed the bill, it is not clear when or how this legislative dispute will be settled. The assessor's decision to hold tax bills now puts all Cook County taxing bodies at risk of not receiving tax revenues on time. Taxing bodies such as schools and libraries might have to use their working cash funds, dip into reserves, or borrow money to pay their bills.

In light of the increasingly bitter feud between Governor Rod R. Blagojevich and Illinois House Speaker Michael J. Madigan, it is difficult to predict the final disposition of this issue. Kolkmeier presented, however, a few scenarios. It is possible that the Illinois General Assembly will override the governor's veto and the law would go into affect as originally passed by the assembly. It is also possible, but unlikely, that the assembly will accept the governor's changes. It is possible that the legislature and governor will simply deadlock on the issue and no legislation will pass and be signed. In this case, the 7 percent assessment cap will be removed at the end of 2007. Finally, it is possible that the legislation will be further negotiated, passed by the Illinois General Assembly, and signed on a new and different bill.

Kolkmeier noted several recently announced events and recommended that the association participate in these events. J. Tipton moved, T. Meehan seconded and it was

Voted, That the Illinois Library Association's Executive Board approve B. Baker as ILA's representative for October 1, 2007 budget hearing in the Illinois House of Representatives; approve N. Huntley as ILA's representative for the Wednesday, 3 October rally in Springfield to encourage the legislature to restore library funding; ILA will encourage the Illinois library community to participate in the rally; T. Hubert will contact the Illinois central library system directors to organize participation in the rally; and ILA will encourage the Illinois library community to see their Democratic Senators during the 2007 ILA Annual Conference in Springfield. (The motion passed unanimously. H. Mikyska was not present to vote. The draft testimony for B. Baker and N. Huntley is attached, Exhibit 1, pp. 1-2)

Senate Bill (SB) 186: Working Cash Fund

ILA has urged all public library districts to contact their local legislators and ask them to support an override of the veto of Senate Bill (SB) 186, Working Cash Funds. This bill passed in the Illinois Senate Local Government Committee unanimously, it passed the Illinois Senate unanimously, it passed in the Illinois House of Representatives Local Government Committee unanimously, and it passed in the Illinois House of Representatives 113 to 2. It addresses the management of public library district working cash funds by adopting provisions consistent with other units of local government, such as park districts and schools. On Friday, 17 August, Governor Blagojevich vetoed SB 186.

Public library districts are entitled to establish working cash funds for a period of four tax years, but the tax years need not be consecutive; the establishment of a working cash fund is subject to a back door referendum. The bill updates the annual limit on the maximum size of a working cash fund to 0.2 percent of the 1998 cash value of taxable property; clarifies that interest earned from temporarily idle funds may be transferred to the general fund; and allows library districts to reestablish working cash funds by the same method as originally created, meaning they are subject to a back door rather than a front door referendum.

The governor's stated reason was, "Senate Bill 186 allows the reestablishment of a working cash fund without a referendum. For this reason, I hereby veto and return Senate Bill 186." With the bill returned to the Illinois Senate, ILA is asking both chambers to override the veto.

2008 ILA Public Policy Initiatives

B. Baker presented the 2008 ILA Action Agenda, which will be presented to the ILA Membership at the 2007 ILA Annual Conference in Springfield. D. Dziedzic moved, D. Zelenka seconded and it was

Voted, That the Illinois Library Association's Executive Board approve the 2008 ILA Action Agenda with the two following changes: under intellectual freedom and privacy, point three, change board to boards; under point four, change which to that and eliminate the comma. (The motion passed unanimously. H. Mikyska was not present to vote.)

Illinois Library Advocacy Day

T. Meehan stated that there wasn't anything new to report. K. Kolkmeier said that it was even difficult to select a date considering the current political upheaval in Springfield.

Reaffirmed Vote on National Security Letters

T. Hubert moved, J. Milavec seconded and it was

Voted, That the Illinois Library Association's Executive Board reaffirm the board's Thursday, 16 August e-mail vote to urge the United States Congress to pursue legislative reforms in order to provide adequate protection for each library user's constitutional right to be free from unwarranted and unjustified government surveillance, including:

- * Judicial oversight of National Security Letters (NSLs) requiring a showing of individualized suspicion and demonstrating a factual connection between the individual whose records are sought by the FBI and an actual investigation;
- * Elimination of the automatic and permanent imposition of a nondisclosure or "gag" order whenever an NSL is served on an individual or institution;
- * Allowing recipients of NSLs to receive meaningful judicial review of a challenge to their NSL without deferring to the government's claims;
- * Increased oversight by Congress and the Office of the Inspector General of the U.S. Department of Justice over NSLs and FBI activities that implicate the First Amendment; and
- * Providing for the management, handling, dissemination and destruction of personally identifiable information obtained through NSLs.

ILA requests that United States Congress restore civil liberties and correct the abuse and misuse of National Security Letters. The ILA Executive Board asked the Illinois Federal Library Legislative and Advocacy Network (FLLAN) to coordinate the association's activities on this issue. (The motion passed unanimously. H. Mikyska was not present to vote.)

The SKILLS Act

D. Dziejczic moved, J. Tipton seconded and it was

Voted, That the Illinois Library Association's Executive Board support the Strengthening Kids' Interest in Learning and Libraries (SKILLS) Act that guarantees students across America will be served by highly qualified, state-

certified school library media specialists and will have the library resources they need to succeed. ILA President Brad Baker will request the Illinois Federal Library Legislative and Advocacy Network (FLLAN) to coordinate the association's activities on this issue. (The motion passed unanimously. H. Mikyska was not present to vote.)

Federal Library Legislative and Advocacy Network

R. Doyle said on 25 February 2005, ALA's Washington Office requested each state to establish a Federal Library Legislative and Advocacy Network. At the time (Allen Lanham was president), ILA had representatives (Kendi Kelley and Christopher Bowen) attend a program to establish the network. Under Chad Raymond's leadership, contacts for each legislative district were established. The following charge was written, edited by T. Schwitzner, and approved by the ILA Executive Board:

The Federal Library Legislative and Advocacy Network coordinator is a person designated to serve as the primary point of contact in the state for federal issues related to libraries. As federal issues arise, staff at the ALA Office on Governmental Relations (OGR) will communicate with the network contact to request that they convey the library position to Illinois congressional representatives and senators.

Specific network contact responsibilities include the following:

- Identify an individual in each congressional district who can serve as a primary contact for the representative and write or forward letters when asked.
- Identify individuals in the state who will take the lead in advocating in specific critical issues areas such as copyright, intellectual freedom, government information, school libraries, and library funding. These experts would be asked to draft letters in response to requests from the ALA Washington Office.
- Call, write, or e-mail congressional and senate offices on issues as needed.
- Be informed of federal issues related to all types of libraries.
- Disseminate information on federal library issues from the ALA OGR to all interested parties within the state.
- Keep ALA OGR informed of any information learned at the state level that is pertinent to federal legislative and advocacy issues.
- Track the impact of federal library issues on libraries in that Illinois.

There still seems to be some operational confusion regarding the Federal Library Legislative and Advocacy Network. More precisely, if the network can act independently of ILA Executive Board action, how will ILA handle resolutions passed by the American Library Association Council, etc. T. Schwitzner volunteered to add a few sentences to clarify the network's charge. P. Kaufman, J. Milavec, and T. Hubert will review these draft additions to the network's charge prior to the Friday, 16

November 2007 ILA Executive Board meeting. At that meeting, the board will consider these issues again.

Forum and Committee Reports

R. Doyle proposed in a Thursday, 6 September 2007 e-mail message some possible changes to make the awards process more transparent and successful. Doyle urged each board member to discuss these ideas (on page 5 of the board's agenda and packet) with their respective units at the 2007 ILA Annual Conference. It is hoped that after those discussions, the Awards Committee will present some recommendations to improve the process. T. Schwitzner volunteered to work on this issue with the Awards Committee.

D. Zelenka will communicate with the Library Trustee Forum regarding plans for the 2008 February trustee workshop. The ILA Intellectual Freedom Committee has volunteered to present the "Defending Access with Confidence" workshop. The next scheduled meeting of the Library Trustee Forum is Saturday, 22 September. Copy for the December 2007 *ILA Reporter* is due by Saturday, 20 October. It is essential that copy is received in order to adequately promote the workshop.

J. Tipton announced that the Illinois Association of College and Research Libraries will sponsor their biannual conference, 27-28 March 2008 in Bloomington.

Illinois State Library Report

A. Craig was unable to attend the meeting. B. Redemer, representing the state library, stated that the library is expecting a large crowd for the Wednesday, 10 October, 6:00-7:30 P.M. reception at the state library. Illinois Secretary of State and State Librarian Jesse White may attend. The reception is sponsored by the state library and Consortium of Academic Research Libraries in Illinois (CARLI). It will celebrate the tenth anniversary of the federal Library Service and Technology Act (LSTA) and CARLI's second anniversary.

The focus of the state library's booth at the 2007 ILA Annual Conference will be WebJunction Illinois. There will be a ribbon cutting at the booth to officially launch WebJunction Illinois on Thursday, 11 October at 10:30 A.M. WebJunction is a service created by the Bill & Melinda Gates Foundation's U.S. Library Program, OCLC, and other partners. It features articles, handouts, courses and forum discussions that are practical, down-to-earth and friendly.

Illinois Secretary of State and State Librarian Jesse White recently awarded training grants to Masters in Library Science (MLS) students. Ten students are going to the University of Illinois at Urbana-Champaign, three to Dominican University, and two to University of Wisconsin at Madison.

Try-It! Illinois 2007, the state library's annual electronic resources trial, will once again offer access to a variety of electronic databases. The trial begins October 1 and will run through November 30. The state library is offering libraries a free trial of the Ask?Away virtual reference program thru mid December. The contact person is Natalie Tagge, who had taken Debbie Aggertt's former position.

In collaboration with the state archives, various projects are underway to commemorate the 200th anniversary of the birth of Abraham Lincoln in 2009. Festivities start in December with a statewide student essay contest in which students write a modern day version of the Gettysburg address reflecting current issues. Other components will include bookmarks, teachers' kits, posters, and flags.

On Thursday, 20 September 2007, the state library held the annual Government Documents Conference. There were fifty-two attendees.

Finally, the oral history portion of Illinois Secretary of State and State Librarian Jesse White's Illinois Veterans History Project was launched at the Alliance Library System, where nearly 100 librarians learned how to record oral histories of veterans and get their communities involved in recording these histories, which will be deposited in the Illinois Digital Archives and Library of Congress.

President's Report

Ad hoc Committee on Strategic Planning

B. Baker (Exhibit 2, pp. 3-9). T. Hubert moved, J. Milavec seconded and it was

Voted, That the Illinois Library Association's Executive Board accepts the ILA Strategic Plan as amended. (The motion passed unanimously. H. Mikyska was not present to vote.)

Ad hoc Committee on Updating Serving Our Public

C. Stuegia stated the ad hoc committee is currently reviewing standards of other states. The ad hoc committee will be sponsoring a talk table at 2007 ILA Annual Conference. The first face-to-face meeting will be Wednesday, 28 November 2007 in Bloomington.

Ad hoc Committee on ILA Web Site Review

T. Hubert said a meeting of the ad hoc committee will take place at the ILA Annual Conference, Wednesday, October 10, 1:00 P.M., Room B-8 in the Convention Center. The committee will use this meeting to determine its charge, scope, assumptions, and productivity.

Future Cooperation with MySpace

B. Baker mentioned that at the last board meeting (Friday, 27 July) Intellectual Freedom Committee member David Hamilton and ILA Executive Board member H. Mikyska were asked to identify the recommended existing Internet Safety training program that Illinois librarians should use with the general public; or to identify

existing programs, that could be modified, and used; or to propose an entirely new training program. Based on their recommendation, ILA might go back to MySpace and make the appropriate proposal to make sure the resource(s) are available to all Illinois libraries. B. Baker will ask for a progress report from D. Hamilton and H. Mikyska, prior to the Friday, 16 November 2007 ILA Executive Board meeting in Decatur.

Cooperative Projects with Illinois Attorney General

R. Doyle reported that the Illinois Attorney General's (AG) office is currently seeking funding for their mouse pad project. Doyle will continue to explore other mutually beneficial opportunities with the AG's office.

Financial Manual for Illinois Public Library Districts & Boards

R. Doyle reported that he had lunch with Stewart Diamond on Thursday, 20 September to discuss the publication title. The agreed upon title is *Financial Manual of Illinois Public Libraries*. Doyle will present new cover designs to Diamond. It is hoped that these conversations will be concluded shortly and the publication printed. J. Milavec and D. Dziedvic reported that, after two years, no funding source was secured to print the publication.

Charge to ILA Representative to ALA Council

B. Baker stated that the following draft statement, written by T. Hubert, R. Doyle, and B. Baker, was sent to the ILA Executive Board on Saturday, 25 August 2007:

The ILA representative to the ALA Council serves as a liaison between the ILA Executive Board and ALA Council. Responsibilities include representing the interests of ILA on ALA Council and bringing important information and requests for chapter action from ALA Council to the attention of ILA Executive Board. The ILA Councilor shall present reports, **if action is required by the ILA Executive Board**, within two weeks following the ALA Annual Conferences and Midwinter Meetings. These reports requiring action will be brief, summarize actions taken by the ALA Council that might require the ILA Executive Board's action or attention, and present a recommendation for the ILA Executive Board's consideration. For information on the conference, meetings, or ALA, the ILA representative to the ALA Council shall direct ILA Executive Board members to the appropriate print or electronic sources for further information.

J. Milavec moved, N. Huntley seconded and it was

Voted, That the Illinois Library Association's Executive Board accept the following statement regarding ILA representatives to the American Library Association's Council: The ILA representative to the ALA Council serves as a liaison between the ILA Executive Board and ALA Council. Responsibilities include representing the interests of ILA on ALA Council and bringing important information and requests for chapter action from ALA Council to the attention of ILA Executive Board. The ILA Councilor shall present reports, if

action is required by the ILA Executive Board, within two weeks following the ALA Annual Conferences and Midwinter Meetings. These reports requiring action will be brief, summarize actions taken by the ALA Council that might require the ILA Executive Board's action or attention, and present a recommendation for the ILA Executive Board's consideration. For information on the conference, meetings, or ALA, the ILA representative to the ALA Council shall direct ILA Executive Board members to the appropriate print or electronic sources for further information. (The motion passed unanimously. H. Mikyska was not present to vote.)

Free Exchange on Campus Campaign

R. Doyle stated that the American Library Association and Association of College and Research Libraries (ACRL) are members of the Free Exchange on Campus Campaign. In the last few days, ACRL approached Paula Kaufman encouraging the University of Illinois at Urbana-Champaign to help the rollout of the campaign. In a series of e-mail exchanges, Doyle attempted to clarify ACRL's request to the University of Illinois at Urbana-Champaign, the Illinois Federal Library Legislative Advocacy Network, and the Illinois Library Association. In process, Doyle drafted the following motion for the board's consideration:

The Illinois Library Association's Executive Board vote to (endorse) or (join as an organizational supporter of) the Free Exchange on Campus Campaign, a coalition of faculty, student, and civil rights organizations working together to preserve the free exchange of ideas on college campuses. Because the free exchange of ideas on a college or university campus is central to the learning process and because this freedom is being threatened by restrictive measures such as David Horowitz's "Academic Bill of Rights," and the American Council of Trustees and Alumni's push for "Intellectual Diversity" legislation in the states, the Illinois Library Association encourages Illinois academic libraries, in particular, the University of Illinois at Urbana-Champaign to organize an event with members of the faculty, administration, and student groups to protect academic freedom and open an (intellectual) dialogue on college and university campuses (sponsor programs). The ILA Executive Board further, directs the ILA staff to monitor and vigorously work to defeat any proposed state legislation, which would restrict academic freedom.

The board requested additional information on the Free Exchange on Campus Campaign, David Horowitz's "Academic Bill of Rights," and the American Council of Trustees and Alumni's push for "Intellectual Diversity" legislation in the states. With this additional information and a recommendation from IACRL, the board might be in a better position to discuss this issue at the Friday, 16 November 2007 ILA Executive Board meeting.

Executive Director's Report

2007 ILA Annual Conference Plans Progress Report

R. Doyle presented the latest statistics (Exhibit 3, p. 11) and reviewed the board commitments at the 2007 ILA Annual Conference and announced that in an effort to give our exhibitors and attendees the best conference possible, each board member is requested to conduct some face-to-face interviews with our exhibitors.

Upgrades to ILA Membership Database iMIS

R. Doyle stated that since 1994, the Illinois Library Association has used iMIS (Integrated Management Information System) software systems by Advanced Solutions International, Inc. for its membership database, invoicing system, and meeting registration. Since 1996, other library associations have migrated to iMIS, for example, the American Library Association and American Association of Law Libraries.

ILA has purchased a Software Update Plan from iMIS that includes upgrades to the system that have not yet been implemented. Because the software needs to be installed, Doyle proposed that the software on the ILA computers be upgraded to the most recent release of version 10.6. This will enable some new functionality and it is required in order to upgrade to the latest iMIS version (15) any time in the future.

Doyle said it is essential that ILA update the iMIS software and implement these time and cost saving modules, as most national and some state library associations have already implemented them and, consequently, raised our members' expectations for online services. It is also essential that we make these upgrades before we introduce other major changes with ILA's new strategic plan. While the three proposals from the iMIS authorized resellers to implement the "new" modules appeared in the board packet, Doyle estimated the actual cost would be around \$20,000. These expenses would be depreciated over a five-year period, with a half year's depreciation in the year of implementation of \$2,000 or approximately, \$4,000 per year thereafter. Doyle stated that the revenue from the MySpace bookmarks will offset these expenditures for this year. The MySpace bookmarks have already generated \$6,518 in unbudgeted profits. If we don't reach budgeted income figures in the other areas, however, for example, conference or iREAD, then we will have to make some changes. In addition, this decision will have budgetary implications for future ILA budgets with an increase in depreciation.

J. Bukovac moved, J. Milavec seconded and it was

Voted, That the Illinois Library Association's Executive Board approve the expenditure of up to \$20,000 to upgrade the association's computer hardware and software. These expenditures are approved, although not currently budgeted in the FY 2007-2008 budget. (The motion passed unanimously. H. Mikyska was not present to vote.)

Sylvia Murphy Williams Fund

R. Doyle stated that five individuals, selected as American Library Association's (ALA) Spectrum Scholars, will be attending Illinois ALA-accredited graduate programs. Those individuals are: Rita Felton-Mitchell, Chicago State University; Brenda Garcia and Jason Yamashita, Dominican University, Graduate School of Library and Information Science; and Robert L. Jones and Sarah Beth Okner, University of Illinois at Urbana-Champaign, Graduate School of Library and Information Science. All five recipients will be featured in the December 2007 *ILA Reporter*.

Treasurer's Report

Review of Financial Statements

J. Bukovac reviewed the Financial Statements including the Balance Sheet; Summary Income Statement; Detail Income Statement, Two Months August 31, 2007; Cash Received by Due Period; Cash Available for Investment; and the association's long-term investments.

Auditor's Report and Management Letter

R. Doyle noted the auditor's report and management letter has not yet been received from Weiss, Sugar, Dvorak & Dusek, Ltd. The report and management letter should be received soon and the ILA Finance Committee will review both documents. At the next ILA Executive Board meeting, the Finance Committee will present its recommendations to the board for action, including the transfer of funds to the association's long-term investments.

Past President's Report

Nominating Committee

T. Meehan reported that an announcement appears in the October 2007 *ILA Reporter*, p. 18, requesting Executive Board nominations by December 1.

Draft ILA Executive Board Motion on Contribution to Endowment Fund

T. Meehan stated that at the last board meeting, it was determined to present draft language, for the board's consideration, regarding expectations of ILA Executive Board member financial contributions to the ILA Endowment. R. Doyle drafted the language below for review:

As leaders of the association, ILA Executive Board members are encouraged, whenever financially able, to make a minimum annual donation of \$100 to the ILA Endowment Fund. Donations can be made directly, contributed from fundraisers or honoraria, or solicited from other sources. The ILA past president should inform all candidates for office of these expectations.

T. Meehan moved, M. Petersen seconded and it was

Voted, That the Illinois Library Association's Executive Board accept the following statement: As leaders of the association, ILA Executive Board members are encouraged, whenever financially able, to make a minimum annual donation of \$100 to the ILA Endowment Fund. Donations can be made directly, contributed from fundraisers or honoraria, or solicited from other sources. The ILA past president should inform all candidates for office of these expectations. (The motion passed unanimously. H. Mikyska was not present to vote.)

Draft Document for New ILA Executive Board Members

T. Meehan added point six to the current ILA Executive Board members' responsibilities as listed in the *ILA Handbook of Organization*:

1. Understand and support the association's mission.
2. Employ the executive director, work in cooperation with him/her, and participate in his/her evaluation.
3. Prepare for and attend board meetings regularly; actively participate, including service on committees, as an officer, and as a board liaison to assigned units within the association.
4. Engage in development of goals and plans for the association, review progress, and evaluate outcomes.
5. Act as a trustee of the association's money, working to provide adequate resources and overseeing responsible expenditure of funds.
6. [Participate in the ILA fund-raising activities and personally support those activities.](#)
7. Represent the association as a whole and communicate regularly with membership from various constituencies.
8. Set policies which further the association's mission, while ensuring legal and ethical integrity and accountability to membership.
9. Share expertise, contribute to decision-making, and support decisions of the board.
10. Complete assignments in a timely fashion.
11. Enhance the association's public standing.

T. Meehan offered the following points of further clarification of board member responsibilities:

Dates and Location of ILA Executive Board Meetings

The ILA Executive Board determines the dates and locations of board meetings, at the first meeting of the newly constituted board. There are usually five board meetings per year (July, September, November, February, and May/June). Dates are chosen to avoid national and religious holidays along with significant library events, for example, the ALA Annual Conference, ALA Midwinter Meeting, PLA National Conference, ACRL National Conference, AASL National Conference, and National Library Legislative Day. In addition, dates are chosen to encourage board member attendance at state library events, for example, Reaching Forward South or the Illinois Authors Book Fair.

Meetings are held in cities around the state, based on the geographic distribution of board members, and to encourage regional membership attendance and involvement in the association. Frequently, the board meets in the following cities: East Peoria, Bloomington, Decatur, Champaign, Springfield, Shorewood, and Chicago. Meetings are held in libraries, system headquarters, or hotels. Based on available technology, guests, consultants, and occasionally board members participate via phone, video conferencing, etc. It is preferred that board members attend the meetings in person to facilitate discussion and to avoid frequent technological problems. Board meetings generally last from 10:00 A.M. to 3:00 P.M., but may start earlier and last longer depending on the agenda. The board packet (agenda and exhibits) are mailed one week prior to the meeting.

Financial Expectations

Board members are responsible for their own travel, meals, and lodging. For the July orientation meeting, board members should expect to stay for up to two nights in a nearby motel unless they are within a short driving distance of the meeting location.

Directors on non-profit boards are expected to contribute financially to the organization as a show of their support. As leaders of the association, ILA Executive Board members are encouraged, whenever financially able, to make a minimum annual donation of \$100 to the ILA Endowment Fund. Donations can be made directly, contributed from fundraisers or honoraria, or solicited from other sources.

Conflict of Interest

All board members are required to sign a 'Non-Conflict of Interest' statement at the beginning of each year of their term.

ILA President

The ILA President represents the association in a variety of forums. For example, the president may present testimony to the Illinois General Assembly on behalf of ILA. The ILA president serves as an exofficio member of the Illinois State Library Advisory Committee (ISLAC). ISLAC meetings are full day meetings, generally held quarterly in Springfield at the state library.

ILA Executive and Finance Committees

The ILA Executive and Finance Committees meet an additional five times each fiscal year, usually two weeks prior to the full board meeting.

Board Member Role as Liaison

Each ILA Executive Board member is assigned a liaison relationship with at least two committees and/or forums. This includes attendance at committee or forum meetings (in person or electronically), ensuring that committee chair or forum manager submit the report of their activities in a timely manner (schedule is listed on the report form), and monitoring, encouraging and assisting the committee or forum to meet both their goals and those goals assigned within the ILA Strategic Plan. The purpose of the liaison relationship is to facilitate communication and to give each ILA unit an informed voice

at the board level to represent its activities, issues, and viewpoints. The following suggestions have been advanced to establish a strong relationship:

Board Liaisons

- Keep informed of ILA policies, goals, and financial guidelines to serve as a resource to units.
- Request that your name and e-mail be added to the committee/forum roster so that you are informed of meetings and concerns.
- Attend committee/forum meetings if possible, but especially if the leader seeks your assistance to work on specific issues.
- Remind leaders of reporting deadlines and request that a copy of the report is sent to you also.
- Stay current with all ILA activities to assist committees/forums in avoiding overlap activities and date conflicts.
- Be an informed voice for the unit at ILA Executive Board meetings. Share board documents and news with units.

By consensus, the ILA Executive Board approved these responsibilities.

Vice-President's Report

2008 ILA Annual Conference Plans

The first 2008 ILA Annual Conference Program Committee meeting will be on Thursday, 27 September.

Committee Appointments

D. Dziejcz noted the deadline for all committee appointments is Tuesday, 1 May 2008 and sought the board's assistance in selecting appropriate individuals for the various committees.

Statewide Study of Economic Benefits for Illinois Libraries

D. Dziejcz will continue the association's work on this project. For the past two years, the association has been seeking to define and fund this issue. Dziejcz consulted with the past chair Dianne Harmon. In addition, Dziejcz will be working on a Return on Investment (ROI) study for Naperville Public Library (NPL). At this point, ILA needs an Request for Proposal (RFP) and funding for the project. NPL needs an RFP, but has internal funding. Dziejcz plans to develop a base RFP for NPL, which can then be expanded to include the idea of a statewide project or statewide wide model. The ILA RFP would then serve as the basis for funding opportunities and a cost estimate.

The meeting adjourned at 2:33 P.M.

Respectfully submitted,

Robert P. Doyle
Sunday, 23 September 2007