



## ILA Committee and Forum

## Illinois Library Association Reports

This form is to be completed by committee chairs/forum managers in collaboration with board liaisons. The ILA Executive Board will meet on the following dates in 2019-20: 11/21/19, 1/30/20, 4/30/20, and 6/11/20. Reports should be submitted **two weeks before each board meeting** to the board and staff liaison (liaisons are listed on rosters at <http://www.ila.org/about/committees> or <http://www.ila.org/forums>) and the ILA office (email: [dfoote@ila.org](mailto:dfoote@ila.org)).

---

Committee or Forum: Best Practices Committee

Report completed by: Laura Barnes

Date: April 15, 2020

### Activities underway or completed since the last report:

The committee met once during the reporting period. We finalized the ILA Connector blog post on patron privacy and self-service holds. Laura Barnes made the agreed upon changes and sent the blog post to ILA. ILA plans to hold it because of the pandemic.

Alea Perez, Jenn Hovanec, and Gail Graziani are working on a committee handbook to give next year's committee a roadmap for moving our work forward.

The committee briefly discussed additional projects and decided on an ILA Connector blog post related to best practices/lessons learned for protecting privacy during online meetings and while working remotely.

### Projected activities/initiatives during the upcoming months:

Laura Barnes created a shared document for committee members to add links related to online meeting and remote work privacy. Jenn Hovanec and Kristina Hoerner will solicit content from the RAILS and Heartland member lists, respectively. Laura Barnes will pull these together into a blog post for the ILA Connector by the end of April.

Alea Perez, Jenn Hovanec, and Gail Graziani are working on a committee handbook to give next year's committee a roadmap for moving our work forward. They have shared a draft with the committee (comments due by May 10) and will have a working draft ready to go by the end of the current committee's tenure.

The next committee call is scheduled for May 19.

### Intended outcome/goals of project(s):

- Goal of the online privacy post is to give the Illinois Library community guidance on protecting their privacy while working remotely.
- Goal of the committee framework task is to provide guidance to future committee members about the role of the committee and how best to go about doing that work.

### Anticipated timeline(s) and completion date(s) for each project:

- Online privacy post will be sent to Kendall for the ILA Connector by the end of April.

- Committee framework task will be started this year, but may not be completed by the current committee. We anticipate having something to pass off to next year's group by the end of June, but the framework will more than likely evolve over time.

**Activities should be designed to advance the ILA Strategic Plan. Which strategic goal areas are best addressed by the activities above? Check all that apply and describe briefly how the activities will advance the goal(s). View the full plan at <http://www.ila.org/about/strategic-plan>.**

Goal area: Advocacy—Legislative Advocacy

Goal area: Advocacy—Community Advocacy

Goal area: A Culture of Diversity and Inclusion—In the Profession

Goal area: A Culture of Diversity and Inclusion—In the Association

**X** Goal area: Delivery of Member Value

The committee framework task is designed to help future committees organize their work and set goals early in the year, so that their programming and communication activities can deliver value to ILA members.

**X** Goal area: Leadership

The self-service holds survey and recommendations and the online privacy blog post are of interest both to libraries in Illinois and throughout the U.S. By publishing on ILA Connector, we will be helping library professionals protect patron privacy while maintaining a popular service.

Questions or concerns that need to be addressed by the ILA Executive Board (**please discuss with your board or staff liaison first. Board liaisons can help with strategic, programmatic, policy-related and content-related questions; staff liaisons can help with procedural or business-related questions**):

None

**THANK YOU for your service to ILA and Illinois librarianship!**