

## **MEETING NOTES**

### **Library System Standards Committee**

November 6, 2009; 10 a.m.; meeting #11

Videoconference

**Present:** David Carlson, Chairman  
Marilyn Boria  
Tom Dorst  
Tina Hubert  
Dave Joens  
Jane Sharka

**State Library staff:**

Anne Craig  
Lawren Tucker  
Kathleen Bloomberg  
Pat Norris

**Audience:**

Amanda McKay  
Tom Sloan  
Jane Paula Plass

### **Approval of Minutes**

The meeting notes from the September 30 meeting were approved and will be posted on the Illinois State Library web site

### **Review of Recent Comments about the Draft Standards and Formal Response**

Committee members reviewed the most recent comments on the blog about the standards. The blog statistics show a lot of activity in “viewing” the standards on the blog although comments are infrequent. At this time, no additional changes were made in the draft standards, although the library community’s efforts in reviewing the standards and providing input is greatly appreciated.

### **Review of First Draft of Complete Standards Document**

The first discussion of the complete document (except for the introductory material) was held. Generally the committee was pleased about the newly compiled product. The number of reports, plans and written summaries was discussed. Tina Hubert volunteered to work with Amanda McKay in compiling a report on the various reports, etc., specified in the standards and contrast those reports with the existing requirements for the library system annual application and annual report. Their report will be discussed at the next meeting. Dave Joens suggested the addition of checklists to the standards document as appendices; the checklists will cover the reporting requirements for the standards in the annual report and application. Further discussion entailed whether or not the checklists will be part of the library system administrative rules. The topic of which standards language to include in the rules will be revisited at the next committee meeting when Joe Natale is present.

### **Assessment of Progress and Next Steps**

Anne Craig encouraged committee members to talk with library colleagues and governing board members, encouraging them to review and share their input regarding the standards.

The committee agreed on the following next steps:

- Committee members will send their edits to the standards document to Kathy Bloomberg by Friday, November 13.
- Preliminary editing will be completed by ISL staff by November 30.
- The revised draft will be posted on Google Docs for follow-up review (one last look) by the committee members by mid-December.
- The standards will then be posted on the standards blog for comment. Library systems will be encouraged to discuss the draft at their January board meetings.
- The introductory material will be drafted by ISL staff and posted on Google Docs by November 30 for committee input.
- Tina Hubert will send the “reports” summary to Kathy Bloomberg by November 30
- The committee will meet again on January 11, 2010. At the meeting, the committee will:
  - review and finalize the introduction
  - review the proposed reporting requirements as compared to existing reporting requirements and make final changes
  - establish the schedule for videoconference “hearings” and an OPAL session used to seek input from the library community.
  - review the proposed revisions to the administrative rules for library systems, which are being drafted by Illinois State Library staff. Particular attention will be paid to the language regarding compliance with the rules and standards.
- Following the January 11 meeting, the introductory materials for the standards will be posted on the standards blog in order to provide ample time for review and consideration prior to the hearings.
- Additionally, after the January 11 meeting, the dates of the videoconference hearings and OPAL session will be announced. One or two videoconference hearings, an OPAL session and possible system meetings will be offered. If a library system prefers an in-person meeting to provide input on the standards, one or two committee members, including Chairman Carlson if possible, and an Illinois State Library staff member will attend.
- After the hearings the committee will meet again to discuss the comments and make the final changes in the standards. Then the administrative rules (which include the standards) will be filed for publication in the *Illinois Register*.

### **Next Meeting**

The Standards Committee will reconvene at on Monday, January 11, 2010 via videoconference.

### **Adjournment**

The meeting adjourned at 11:10 a.m.

-----Notes by Kathleen Bloomberg, Illinois State Library