

Meeting of the Merger Design Team

Wednesday, September 1, 2010, 7 p.m. – MLS/Burr Ridge & Videoconference Sites¹

DRAFT AGENDA – FINAL

1. MEETING CALLED TO ORDER - Su Erickson, DLS Board President & Acting Team Chair
 - 1.1. Welcome to MLS – Bill Coffee, MLS Board President
 - 1.2. Introductions – Merger Design Team Members
2. ROLL CALL OF THE MEMBERS OF THE MERGER DESIGN TEAM - Acting Team Secretary
 - 2.1. Merger Design Team Appointees – Document 2.1
3. RECOGNITION OF GUESTS & ANNOUNCEMENTS - Su Erickson
4. PUBLIC COMMENT - Su Erickson
5. ADOPTION OF THE AGENDA - Su Erickson - **Action Item**
6. OPEN MEETINGS ACT - **Discussion**
 - 6.1. GUIDE TO THE ILLINOIS OPEN MEETINGS ACT 5 ILCS 120
<http://www.illinoisattorneygeneral.gov/government/openmeet.pdf>
 - 6.2. IL State Library Statement Regarding Use of Videoconferencing – Document 6.2
7. TEAM ORGANIZATION - **Action Items**
 - 7.1. Team Decision Making/Voting Procedure – Document 7.1
 - 7.2. Team Operations – Document 7.2
 - 7.2.1. Select Team Chair
 - 7.2.2. Select Team Vice-Chair
 - 7.2.3. Select Team Secretary
 - 7.2.4. Select Primary Staff Liaison
 - 7.2.5. Select Freedom of Information Act Officer
 - 7.2.6. Select Open Meetings Act Designee
8. Merger Consultant - **Action Items**
 - 8.1. Request for Proposal (RFP) for Merger Consultant – Document 8.1
 - 8.2. Process to Evaluate RFP Responses and Select a Consultant – Document 8.2
 - 8.3. Contracting and Payment Process – Document 8.3
9. Overview of Team Subcommittees - **Discussion**
 - 9.1. Team Develops Charges/Outputs
 - 9.2. Key Areas
 - 9.2.1. Fiscal Year 2012 Services, Operations, and Facilities
 - 9.2.2. Future of Library Systems
 - 9.2.3. Communications
 - 9.3. Appointments to Subcommittees per System
 - 9.3.1. Merger Design Team Representative
 - 9.3.2. System Member Representative

¹ If anyone experiences connection problems with the videoconference before/during the meeting, please contact Judy Hutchinson at PALS Coal Valley: 877-542-7257, ext 3205.

9.3.3. System Staff Representative

10. Reports by Executive Directors on Fiscal Year 2011 Status of Services and Properties - **Discussion**
11. Conducting Due Diligence - **Discussion**
 - 11.1. Summary of Due Diligence - Document 11.1
 - 11.2. Team and Consultant Identify Timeline and Process
12. Meeting Schedule - **Discussion**
 - 12.1. Next Meeting - After September 20 (due date of responses from consultants) and before October 1
 - 12.2. Use Scheduling Poll
13. Next Meeting Agenda Items - **Discussion**
 - 13.1. Consultant
 - 13.1.1. Review of RFP Responses
 - 13.1.2. Selection of Consultant
 - 13.2. Team Subcommittees
 - 13.2.1. Review Charges/Outputs
 - 13.2.2. Select Subcommittee Chairs
 - 13.2.3. Select Merger Design Team Representatives to Subcommittees
 - 13.3. Fiscal Year 2011 Staffing, Services, and Financial Status
 - 13.3.1. Reports by Executive Directors on Letters of Clarification to ISL
 - 13.4. Intergovernmental Agreements
 - 13.4.1. Discussion with ISL regarding ISL recommendation for intergovernmental agreements between library systems (reported in ISL letter - Document 6.2)
 - 13.5. Other items...
14. Adjourn - **Action Item**