

## Ryan Livergood

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**From:** Noreen Reese  
**Sent:** Friday, June 12, 2015 11:20 AM  
**To:** Ryan Livergood  
**Subject:** FW: Board packet 07-15-14: Committees and Committee of the Whole  
**Attachments:** RAILS Fast Facts Board Committees June 2014.xlsx

**Importance:** High

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**From:** Stephen Bero  
**Sent:** Friday, July 11, 2014 12:47 PM  
**To:** libraryboard  
**Cc:** Stephen Bero; Noreen Reese; Douglas Wideburg; Joan Surillo; Celia G. Ornelas  
**Subject:** Board packet 07-15-14: Committees and Committee of the Whole

Dear Trustees:

As was mentioned at last month's regular board meeting, here are the results of the survey on committees that I posted on the Reaching Across Illinois Library System's Website. I offer them for your consideration in the big picture of how you wish to conduct the board's business, to wit, with committees (current arrangement), without committees, or as a Committee of the Whole in addition to the regular monthly business meeting.

In my almost ten years with this library, I've submitted a good number of memos to the library boards laying out my position on this subject, enough to fully load a small raft. I won't repeat all my arguments in this memo. For now, I will point out that in recent years there has been not just a majority of a quorum of trustees at committee meetings but oftentimes a quorum of trustees, turning the committee meetings really into de facto special board meetings.

Therefore, to summarize my position, I recommend the following:

- A Committee of the Whole (COTW) meeting the first Tuesday of the month, at which the board can preview whatever ordinances or resolutions are coming up; revise and update policies as necessary; get updates on building projects, if any; review/modify the long-range plan, etc. This meeting would be too soon in the month for the previous month's financial reports to be ready. However, there is no need for a Finance Committee to meet to review the monthly bills and the financial reports. The treasurer of the board could meet with the executive director and the business manager to review these reports once they are completed. (This is how we operated when I was director of the Brookfield Public Library.) This COTW meeting may take a couple of hours. The main purpose/result of the COTW is the composition of the agenda for the month's regular business meeting.
- A regular monthly business meeting the third Tuesday of the month at which action is taken to adopt ordinances and resolutions, approve payment of bills, and approve anything else that needs the board's sanction to move forward. This meeting should take only one hour.
- This schedule does not preclude the formation of ad hoc committees to tackle specific, perhaps difficult, business subject to a deadline, after which the committee is dissolved.

I offer this recommendation to you in good faith as a way to achieve both greater efficiency and greater effectiveness.

Best regards,

**Stephen Bero**  
Executive Director