

DA / Advisory Committee AD Hoc Task Force minutes

December 4, 2009

Attending: Frank Rees, Bob Reilly, Patti Haar, Julie Dempsey, Corey Fleming, Steve Cook, Josh Cohen, Merribeth Advocate

Committee reviewed retreat notes and suggestions from other meetings & committees.

DA meetings: Committee discussed what is working and what is not:

- Working: Shortened meetings. Things on agenda a month before. Agenda Attachment. Steering committee at front table (consider tent cards of a different color).
- Not working: Don't come the distance just to vote. Used to learn a lot more. Monday meetings. DA discussion of little details that should be decided by committee.

Suggestions:

- Redesign the Agenda.
 - Rather than have agenda items in beginning – need a warm up. Add ice breakers to learn a little more about the libraries (“do you have an office”)
 - Item driven: education (presentations) item, brainstorming, discussion items.
 - Timed agenda
 - Consent agenda
- Create Opportunities for Focused Discussions:
 - Control Participation: 20% of the people do 80% of the speaking – one of the biggest issues
 - Training for steering committee on Facilitating and Parliamentary Procedure.
 - Follow Roberts Rules: comments are to be made to the chair; move for things to be taken back to committee; point of clarification
 - Add Breakout Groups: to encourage everyone to speak
 - Periodically (every 3 months if the agenda allows) have 15 minute breakout groups on a scheduled topic to discuss how you deal with a problem. Steering committee member in each group could facilitate, insure everyone speaks, and report out to DA.
 - Steering committee could decide topic in advance and could solicit topics.
 - How to quickly form varied groups to get out of “county group” mode: Could count off. Start in difference place.
 - Seed electronic discussion when appropriate
- Add committee membership on place cards.
- Voting: are some decisions more important and require more of a vote.

Advisory Committee structure: Committee discussed if they are still working and still effective.

Suggestions:

- Create an additional advisory committee: Electronic Presence Advisory Committee to discuss design and functionality of electronic products used by patrons (OPAC, Kids OPAC, BookLetters...)
- Determine advisory committee membership by what is important to the issues being discussed.
Could be:
 - Size related: need small, medium and large representatives.
 - Regionally related: need representatives from each county
 - Skills and talent related: conduct an interest survey of directors to determine strengths .
- Give Advisory Committees more power. People more likely to show up.
- Add term length and attendance accountability to advisory attendance.
- Training for advisory committee chairs on Facilitating and Parliamentary Procedure.

Next meeting: This group will meet again in January before reporting to the Directors Association.

Merribeth Advocate