

June 9, 2004

To: Kathryn & Ginny,

From Susan and Debbie,

(Please note that Debbie hasn't seen these notes so she might have some corrections)

Recently we discussed some things that might help CLAN function better and provide the staff with the kind of direction they have requested.

1. A Personnel Committee should be established in the By-Laws. The committee will be composed of three members, two voting members who would be nominated by the nominating committee and voted on by the membership at the annual meeting and the vice chair of CLAN who shall chair the committee.
 - a. Their responsibilities should include evaluating the executive director, approving personnel policies, advise director on personnel issues, and proposing compensation and benefits for the staff to the membership and other duties assigned by the membership.
2. The Budget and Finance Committee shall be composed of two voting members besides the Treasurer who would be nominated by the nominating committee and voted on by the membership at the annual meeting. The Central Site Representative will no longer be a voting member of the committee, but shall attend was requested by the committee.
 - a. The committee should meet at least twice a year and they should be responsible for negotiating agreements for space and services with the Central Site and Warwick. Although the by-laws already state that a budget report should be presented at least quarterly this isn't always done. If the CLAN office doesn't presently it should provide the report to the Treasurer at least two weeks before the meeting. The treasurer should approve the report and have the executive director email to the members.
3. The bylaws should require CLAN to have a Strategic Plan and a Technology Plan. These plans should cover a 3-year period and should be updated yearly. The plans should be approved by the membership.
4. All staff and financial reports should be provided to the membership 5 business days before the regularly scheduled meetings.
5. All members must send a representative to the meetings at least to 75% of the regularly scheduled meeting.
6. Regional representative must attend or send their alternate.
7. The executive director shall be responsible for enforcing CLAN policy. When a library doesn't follow CLAN policy the executive director shall schedule a meeting with the director and discuss the situation. If policy is still not being followed than the executive director shall send a letter to the trustees of the library explaining the need to have these policies followed. The executive director should attend the trustees meeting if asked by the trustees. Any issues that can't be resolved by this method should be put on the agenda of the Steering Committee.