

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, June 16, 2017

Galesburg Public Library

40 East Simmons Street, Galesburg, IL 61401

**MINUTES****1. WELCOME AND CALL TO ORDER**

RAILS Board Vice-President, Kate Hall called the meeting to order at 1:00 p.m. and welcomed everyone.

**2. ROLL CALL OF RAILS BOARD MEMBERS**

Bolingbrook: Paul Mills

Galesburg Public Library: Kate Hall, Mary Jo Matousek, Kathy Parker, Michelle Simmons, Harriett Zipfel

Quincy Public Library: Judy Crocker

Phone: Dee Runnels, Lori Wilcox

Absent: Dave Barry, Susan Busenbark, Scott Pointon, Laura Turner, Dane Ward

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Bolingbrook: Jim Kregor, Joe Filapek

East Peoria: Kendal Orrison

Illinois State Library: Deb Aggertt, Pat Boze, Gwen Harrison

Galesburg Public Library: Nancy Ashbrook, Dee Brennan, Debbie Baaske, Angela Campbell, Rose

Chenoweth, Claire Crawford, Barbara Love, Veronda Pitchford, Jody Rubel, Wesley Smith, Mary Witt,

Courtney Young

Phone: Gwen Gregory, Nadia Sheikh, Joe Skibinski

**4. PUBLIC COMMENTS**

There were no public comments.

**5. ADOPTION OF THE AGENDA**

Ms. Zipfel moved for the adoption of the agenda, Ms. Matousek seconded and the motion was unanimously approved.

**6. APPROVAL OF RAILS BOARD minutes, financial reports and expenditures****6.1. RAILS Board Minutes****6.1.1. RAILS Board Minutes of May 26, 2017 Regular Meeting**

Ms. Parker moved for the approval of minutes of the May 26, 2017 RAILS Board meeting. Ms. Zipfel seconded and the motion was approved.

**6.1.2. RAILS Board Minutes of May 26, 2017 Closed Session**

Ms. Parker moved for the approval of the May 26, 2017 RAILS Board Closed Session meeting. Ms. Zipfel seconded and the motion was approved.

**6.2. RAILS Financial Report**

Mr. Kregor reviewed the financial report for May 2017. The unassigned cash amount of \$7.5 million would fund 8.1 months of operations. The assigned amounts of \$6.4 million would fund an additional seven months. Beginning with the June financial statements, the assigned funds will be reclassified to unassigned funds as operations coverage is not meeting the Board's 18 month goal. RAILS has been appropriated, but not received, nearly \$4 million of Area and Per Capita Grant funds. Total revenues through May were \$3,348,511 under budget due to non-receipt of the balance of the appropriated

Area and Per Capita grant funds. May year-to-date General Fund expenditures were \$155,546 under budget. The major event in May was that SWAN and other libraries were awarded grants totaling \$334,337 to assist with LINC and MAGIC member libraries joining SWAN and to assist member libraries to join LLSAPs. These payments brought the LLSAP grants award to the allotted budget of \$400,000. Delivery is over budget due to above budgeted personnel resources necessary to meet the additional delivery requirements of the ILDS contract. Capital projects funds are under budget, but the Burr Ridge renovations began June 5 and expenditures will be recorded against this year's budget. The full cost of the renovation was budgeted for FY 2018. It is anticipated that for fiscal year 2017, the decline in the General Fund's balance will be \$3.6 – \$3.7, or \$.2-.3 million under the \$4 million deficit projected. Mr. Mills moved for the approval of the May 2017 financial report. Ms. Parker seconded and the motion was unanimously approved.

### 6.3. Approval of Expenditures – May, 2017

Ms. Zipfel moved for the approval of the check voucher/register for May 2017 in the amount of \$1,306,884.72; Ms. Simmons seconded and roll call vote was taken:

Ayes: Judy Crocker, Kate Hall, Mary Jo Matousek, Paul Mills, Kathy Parker, Dee Runnels, Michelle Simmons, Lori Wilcox, Harriet Zipfel

Nays: None

## 7. REPORTS

### 7.1. Report from the RAILS Vice-President, Kate Hall

Hall acknowledged newly elected RAILS Board members attending the meeting; Gwen Gregory, University of Illinois (Academic); Nadia Sheikh, Carol Stream Public Library (public trustee); Joe Skibinski, Oak Lawn Public Library (public trustee) whose terms become effective in July.

Next Hall recognized departing board members, Mary Jo Matousek, Kathy Parker, and Dane Ward.

Hall shared news that Dee Brennan, RAILS Executive Director was nominated and now an official ILA Luminary that honors individual's achievements in the library community. There will be a press release soon. Brennan thanked everyone who nominated her for the award and stated she is honored.

### 7.2. RAILS Board Committee Reports-Committee Chairs

#### 7.2.1. Consortia Committee

No Report.

#### 7.2.2. Delivery Committee

No Report.

#### 7.2.3. Executive Committee

No Report.

#### 7.2.4. Policy Committee

The next committee meeting would be set once committee assignments are appointed.

#### 7.2.5. System Membership Standards Committee

No report.

#### 7.2.6. Nominating Committee

On behalf of Nominating Committee Chair, Betsy Adamowski, Ms. Brennan reported on the slate of recommended officers would be presented at the July meeting and voted on.

Recommended slate: President, Kate Hall; Vice-President, Laura Turner; Secretary, Susan Busenbark; Treasurer, Paul Mills. At that time, the floor would be opened to other considerations.

### 7.3. RAILS Reports

#### 7.3.1. Executive Director Report

Ms. Brennan highlighted the well-received Directors University for new directors. She thanked everyone for their hard work. Brennan stated that RAILS is looking at ways to streamline the organization and save money. Combining HR and finance departments under Jim Kregor's leadership would provide greater efficiency. Many of the two department tasks are closely related.

#### 7.3.2. RAILS Service and Operations Report

Prior to the board meeting, a member networking event was held and thanked staff for organizing the event.

#### 7.4. Illinois State Library Report

On behalf of Jesse White, Secretary of State and Greg McCormick, Deputy Director, Deb Aggertt gave the ISL report. ISL has received all three Area Per Capita applications by the deadline and are being reviewed. The State legislature has been called back into session beginning June 21. ISL was happy to host the Directors University where attendees had an opportunity to participate in events honoring Gwendolyn Brooks. The literacy department recommendations were presented to the literacy advisory board and sent to the Secretary. Funding would be awarded when appropriate.

### 8. NEW BUSINESS

#### 8.1. Resolution and Authorization for Change in IMRF Authorized Agent

Due to a RAILS staff resignation, a new Illinois Municipal Retirement Fund (IMRF) authorized needed to be designated. Mr. Mills moved to approve Resolution 17-03, resolving that Jim Kregor be designated Illinois Municipal Retirement Fund authorized agent for Reaching Across Illinois Library System. Ms. Parker seconded and a roll call vote was taken:

Ayes: Judy Crocker, Kate Hall, Mary Jo Matousek, Paul Mills, Kathy Parker, Dee Runnels, Michelle Simmons, Lori Wilcox, Harriet Zipfel

Nays: None

#### 8.2. RAILS Prevailing Wage Ordinance

Ms. Matousek moved that Resolution 17-01 RAILS Prevailing Wage Ordinance be approved. Ms. Zipfel seconded and the motion unanimously approved.

### 9. UNFINISHED BUSINESS

#### 9.1. System Membership Standards

Ms. Brennan and Ms. Parker met with Greg McCormick, ISL Deputy Director, regarding system standards. After discussion, it was agreed to remove hours open above 15 hours, collection expenditure requirements, and online catalog requirement components from the standards in order to move forward with implementation and analysis. ISL provided updated data information on hours open, collection expenditures, and whether catalogs were discoverable. The data received is still being reviewed and some of the data may be outdated due to interim changes. Next steps are to develop a roll out and checklists to test the standards. Ms. Hall reiterated that standards compliancy is a gradual and phased process and would be widely communicated.

Comments/questions were invited from the videoconference sites and from the public. In response it was clarified that both RAILS and IHLS libraries would be part of the testing phase. The goal is for the proposed standards to be adopted statewide, but testing of the standards needs to occur first and then analyzed. IHLS staff contributed in developing the standards. Board stated the motion should include effective date and clarify language for resolving revisions. Mr. Mills commended all for all their efforts in developing standards.

Ms. Matousek moved, and Ms. Crocker seconded that,

THAT THE RAILS BOARD APPROVE THE SYSTEM MEMBERSHIP STANDARDS AS AMENDED FOR IMPLEMENTATION BY JULY 1, 2018. THE RAILS STAFF WILL MOVE FORWARD WITH TESTING AND FURTHER DATA ANALYSIS. BOARD WILL REVIEW THE RESULTS OF TESTING AND DATA ANALYSIS NO LATER THAN MAY 2018 AND MAKE ANY FURTHER REVISIONS AND ADDITIONS IN STANDARDS.

A roll call vote was taken:

Ayes: Judy Crocker, Kate Hall, Mary Jo Matousek, Paul Mills, Kathy Parker, Dee Runnels, Michelle Simmons, Lori Wilcox, Harriet Zipfel

Nays: None

9.2. RAILS Board meeting schedule for FY 2018

Ms. Parker moved that the RAILS Board approve the FY 2018 draft meeting schedule with final approval at the July meeting. Ms. Simmons seconded that motion and was unanimously approved.

10. BOARD DEVELOPMENT

10.1 Discussion of possible topics for future meetings

Future topics include reviewing RAILS Short Trustee Takes, online webinar for safety training, internal controls for finance and audit to help identify items that would reflect change, and what can we do for RAILS libraries.

11. RAILS BOARD MEMBER REPORTS

Ms. Parker thanked RAILS, Joe Filapek, RAILS staff, and ISL staff in their efforts to coordinate Directors University

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

- Swearing in of newly elected board members
- RAILS Board Committee descriptions

13. ADJOURN

By acclamation at 2:18 p.m., the RAILS Board meeting adjourned.