

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, July 28, 2017 | 1:00 PM

Aurora Santori Public Library | 101 South River Street

Aurora, IL 60506

**Minutes**

1. WELCOME AND CALL TO ORDER

Mr. Barry, RAILS Board President called the meeting to order at 1:00 p.m. at the Aurora Santori Public Library.

2. ROLL CALL OF RAILS BOARD MEMBERS

Ms. Fister called the roll of the RAILS Board members:

Aurora: Christine Barr, Dave Barry, Sue Busenbark, Gwen Gregory, Kate Hall, Scott Pointon, Nadia Sheikh

East Peoria: Laura Turner

Galesburg: Harriett Zipfel

Quincy Public Library: Judy Crocker

Telephone: Dee Runnels, Michelle Simmons, Joseph Skibinski

Absent: Judy Crocker, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Aurora: Dee Brennan, Jane Plass, Emily Fister, Debbie Baaske, Ryan Hebel, Mary Witt, Jim Kregor, Mark Hatch, Louise Svehla, Rose Chenoweth

East Peoria: Kendal Orrison, Liza Hickey

Illinois State Library: Deb Aggertt, Mark Shaffer

4. PUBLIC COMMENTS

None.

5. ADOPTION OF THE AGENDA

Ms. Hall moved for the adoption of the agenda, Mr. Pointon seconded and the motion was unanimously approved.

6. OATH OF OFFICE AND ELECTION OF OFFICERS – Dave Barry

6.1 Newly Elected Board Members

The newly elected board members, Christine Barr, Dave Barry, Gwen Gregory, Joseph Skibinski, Dee Runnels and Nadia Sheikh stood and recited the oath of office.

6.2 Election of Officers

Mr. Barry presented the slate of officers as suggested by the Nominating Committee and opened the floor to other nominations:

President: Kate Hall, Director, Northbrook Public Library

Vice President: Laura Turner Technical Information Specialist, Caterpillar, Inc.

Secretary: Susan Busenbark, Trustee, Kewanee Public Library District

Treasurer: Paul Mills, Director, Fountaindale Public Library

Mr. Pointon moved for the approval of the slate of officers as presented. Ms. Barr seconded and the motion was unanimously approved.

Ms. Hall presided over the rest of the meeting.

## 7. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES

### 7.1 RAILS Board Minutes of June 18, 2017 Regular Meeting

Ms. Sheikh moved for the approval of minutes of the June 18, 2017 RAILS board meeting. Ms. Runnels seconded and the motion was approved.

### 7.2 RAILS Financial Report - Jim Kregor

Mr. Kregor reviewed the financial report for June 2017 stating that the reports were not audited and the final reports will be presented at the September meeting. The unassigned cash and investment amount of \$12.6 million, which now includes the previously assigned amounts of \$6.4 million, would fund 13.5 months of operations. RAILS has been awarded but not received \$3,962,120 of Area and Per Capita Grant funds.

Ms. Busenbark moved for the approval of RAILS July financial report. Ms. Sheikh seconded and the motion was approved.

### 7.3 Approval of Expenditures

Mr. Kregor reported that expenditures were increased in June due to a third payroll, and over \$400,000 in prepaid expenditures as part of our group purchasing program. Ms. Busenbark moved for the approval of the check voucher/register for June 2017 in the amount of \$1,460,632.54; Mr. Barry seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons, Joseph Skibinski, Laura Turner, Harriett Zipfel

Nay: none

## 8. REPORTS

### 8.1 Report from the RAILS President

Ms. Hall said she is looking forward to representing RAILS as the Board President and thanked Mr. Barry for his dedication serving as RAILS president.

### 8.2 Rails Board Committee Reports-Committee Chairs

#### 8.2.1 Consortia Committee

Ms. Brennan reported that the Consortia Committee met Monday, July 24. The Overlay Software Working Group submitted a recommendation to the Consortia Committee. The committee decided they needed more information before voting on the software.

#### 8.2.2 Delivery Committee

The committee has not met.

#### 8.2.3 Executive Committee

Ms. Hall reported that she and Mr. Barry met with Dee Brennan prior to the board meeting to discuss the goals for the upcoming year. Ms. Brennan will incorporate the board goals with her current list and present them at the August board meeting.

#### 8.2.4 Policy Committee

The committee has not met.

#### 8.2.5 System Membership Standards Committee

Ms. Brennan reported the Standards are a board initiative and were developed over the past two years by a committee consisting of representatives from all types and sizes of libraries. Staff will be developing a beta test and are currently recruiting members for their participation.

### 8.3 RAILS Reports

#### 8.3.1 Executive Director Report

Ms. Brennan announced that the State of Illinois had passed a budget and we look forward to receiving grant money soon.

#### 8.3.2 RAILS Service and Operations Report

Ms. Brennan presented the report for June 2017.

#### 8.3.3 RAILS Consortia Report

Ms. Brennan presented the quarterly report for April-June 2017.

### 8.4 Illinois State Library Report

Ms. Aggertt reported the State has reviewed the APC grant applications and will get back to the Systems asking for clarifications. Mr. Shaffer reported that the taxing district maps will be updated and available for review soon.

## 9. NEW BUSINESS

### 9.1 Overlay

Ms. Plass reviewed the Consortia Overlay pilot project. The cost of the project is in connecting the different integrated library systems and using the consortia helps keep those costs down. The long-term goal is to get participation from consortia as well as stand-alone libraries. The vision is to improve resource sharing, better enable patron-initiated requests, as well as lessen the workload for interlibrary loan staff. The project is not to replace any catalog systems but to link them together. Historically, different systems have supported their LLSAPs at different financial levels. RAILS LLSAP grants assist with the initial costs of membership, but often are not enough to sustain membership for libraries with smaller budgets.

### 9.2 Board Orientation

New board members each gave a brief bio of themselves and their hopes for their service on the RAILS board. Ms. Brennan and members of the RAILS executive team gave overviews of their departments and responsibilities. Ms. Brennan explained that the Talking Book services is moving to Springfield due to a lack of funding. The State Library will be taking on the services currently provided by RAILS as of September 1<sup>st</sup>.

### 9.3 Committee Appointments

Ms. Hall asked the Board members to review the open committee seats and let her know if they would like to serve in any capacity. She said that she needed a volunteer to serve as the FOIA officer. Ms. Sheikh volunteered and was appointed the FOIA officer.

### 9.4 Human Resources Changes

Ms. Brennan reported that due to the resignation of Barb Brooks there have been some changes to the RAILS organizational structure. Jim Kregor will be taking over supervision of most aspects of the HR department. Joe Filapek will be expanding the training for all RAILS employees. The changes are reflected in the organizational chart and the salary schedule. Mr. Pointon moved for the approval of RAILS Organizational Chart. Mr. Barry seconded and the motion was approved.

Mr. Barry moved for the approval of Salary Schedule. Ms. Busenbark seconded and a roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons, Joseph Skibinski, Laura Turner, Harriett Zipfel

Nay: none

## 10. UNFINISHED BUSINESS

### 10.1 FY2018 Budget Update

Ms. Brennan repeated that the State has passed the budget. RAILS is waiting for final approval from the State for the APC grant after some clarifications were made in regard to the timeline for the membership standards.

### 10.2 Board Meeting Schedule

Ms. Hall stated that the board likes to hold meetings at different videoconference sites and host networking events in conjunction with the meetings. This is a way the board members can do outreach to members as well as visit different areas and libraries throughout the RAILS service area. She asked staff to look at different sites. If anyone would like to host a networking event please let Dee or Emily know.

Mr. Barry moved for the approval of RAILS 2017-18 Board Meeting Schedule. Ms. Sheikh seconded and the motion was approved.

## 11. BOARD DEVELOPMENT

### 11.1 Overview of United for Libraries offerings

United for Libraries is a division of ALA that provides training for library Trustees and Friends groups. Joe Filapek has worked with UFL to develop "Short Takes for Trustees": 10 minute sessions designed to be able to be viewed during board meetings. The group offers advocacy, training and webinars. The information is free to libraries throughout the state and access information is in the packet materials.

## 12. RAILS BOARD MEMBER REPORTS

Ms. Hall reported that this item gives an opportunity for board members to share any issues, programs, or events happening in their library or area. She said that the Northbrook Public Library hosted a giant jenga game and it was a huge success for players and spectators.

## 13. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The August Board main meeting will be held at the New Lenox Library at 1 p.m. with lunch served for attendees at noon. The agenda will include the committee appointments, executive committee election and board orientation.

14. ADJOURN

The meeting was adjourned at 2:53 p.m.