

## RAILS CATALOGING WORKING GROUP MEETING

September 8, 2017  
Oak Park Public Library  
834 Lake St.  
Oak Park, IL 60302

### MINUTES

#### 1. Welcome

Kerry Halter, RAILS Cataloging Working Group Chair welcomed everyone and called the meeting to order at 9:30 a.m.

#### 2. Designation of Minute Taker

Karen Goyer, RAILS Administrative Assistant, was the designated minute taker.

#### 3. Roll Call of Working Group Members

*Oak Park:* Lisa Bobis, Kerry Halter, Liza Hickey, Kimberly Last, Barbara Mayer, Anne Slaughter, Colleen White

*Phone:* Erica Laughlin, Elizabeth Marszalik

#### 4. Announcements; Recognition of Guests

Anne Slaughter thanked the group for their hard work and engagement throughout the process.

*Guests Oak Park:* Karen Goyer

#### 5. Public Comments

There were no public comments.

#### 6. Adoption of the Agenda

Ms. Mayer moved, and Ms. Bobis seconded, that

THE RAILS CATALOGING WORKING GROUP ADOPT THE SEPTEMBER 8, 2017 AGENDA AS PRESENTED.

The motion carried.

#### 7. Approval of Minutes of the July 14, 2017 Cataloging Working Group meeting

Ms. Hickey moved, and Ms. White seconded, that

THE RAILS CATALOGING WORKING GROUP APPROVE THE MINUTES FROM THE JULY 14, 2017 MEETING.

The motion carried.

#### 8. Unfinished business

- a. Discuss best practices recommendation (included in draft of full recommendations)

The best practices recommendation document received some revisions as of last meeting. The group proceeded to evaluate each section of the document for clarity. Minor changes were made to the document.

**b. Discussion and approval of final recommendations to Consortia Committee (action item)**

The group unanimously approved the document with the minor changes noted in this meeting.

Ms. Mayer moved and Ms. Slaughter seconded, that

THE RAILS CATALOGING WORKING GROUP APPROVE THE RAILS CATALOGING WORKING GROUP RECOMMENDATIONS DOCUMENT AS AMENDED.

The motion carried.

The finalized document will be presented to the Consortia Committee on October 16, 2017.

**9. Adjournment**

At 11:01 a.m. the RAILS Cataloging Working Group adjourned by acclamation.

**Meeting Schedule**

- October 16, 2017 (Consortia Committee meeting)

**Cataloging Working Group**

- Lisa Bobis (Joliet Public Library; Manager, Technical Services – Pinnacle)
- Kerry Halter, Chair (Batavia Public Library District; Head of Technical Services – LINC)
- Liza Hickey (Peoria Public Library; Technical Services Manager – RSA)
- Kimberly Last (Prospect Heights Public Library District; Head of Technical Services & Automation – CCS)
- Erica Laughlin (RAILS; Cataloging and Database Supervisor – RSA)
- Elizabeth Marszalik (Oak Park Public Library; Manager, Library Experiences and Initiatives – SWAN)
- Barbara Mayer (Northbrook Public Library; Assistant Manager of Technical Services – CCS)
- Anne Slaughter, ex officio (RAILS; Director of Technology Services)
- Colleen White (Oak Park Public Library; Cataloging Librarian – SWAN)