

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, August 25, 2017 | 1:00 PM
New Lenox Public Library District
120 Veterans Parkway
New Lenox, IL 60451-2390

Draft Minutes

1. WELCOME AND INTRODUCTIONS

Ms. Hall, RAILS Board President called the meeting to order at 1:00 p.m. at the New Lenox Public Library District. She thanked the staff at New Lenox for hosting the board meeting.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

New Lenox: Dave Barry, Gwen Gregory, Kate Hall, Paul Mills, Nadia Sheikh,

East Peoria: Sue Busenbark

Quincy Public Library: Judy Crocker

Telephone: Michelle Simmons, Dee Runnels, Joe Skibinski, Laura Turner

Absent: Christine Barr, Scott Pointon, Lori Wilcox, Harriett Zipfel

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

New Lenox: Dee Brennan, Jane Plass, Jim Kregor, Mark Hatch, Joe Filapek, Veronda Pitchford, Debbie Baaske, Anne Slaughter, Nicole Zimmerman, Wes Smith, Emily Fister, Kathy Parker, Carolyn, Dawn Bussey, Carolyn Ciesla

East Peoria: Kendal Orrison

Illinois State Library: Debra Aggertt, Pat Boze, Karen Egan

4. PUBLIC COMMENTS

There were no public comments

5. ADOPTION OF THE AGENDA

Mr. Mills moved for the adoption of the agenda, Mr. Barry seconded and the motion was unanimously approved.

Mr. Skibinski joined the meeting via teleconference at 1:08 p.m.

6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES

6.1 RAILS Board Minutes of July 28, 2017 Regular Meeting

Ms. Sheikh moved for the approval of minutes of the July 28, 2017 RAILS board meeting.

Mr. Barry seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial report for July 2017. The unassigned general fund cash and investment balances in the amount of \$12.3 million would fund 13.2 months of operations. RAILS was awarded but has not received \$3,962,120 of Area and Per Capita Grant funds. Most of the July spending is for the prior fiscal year and is under budget thus far; 10% under budget for personnel and there has been no capital project spending. A construction bill for \$377K was received with 80% of the Burr Ridge renovation project

completed. The annual salary increase will be implemented after the APC is approved by the State library and will be retroactive to July 1st.

6.3 Approval of Expenditures

Mr. Barry moved for the approval of the check voucher/register for July 2017 in the amount of \$1,001,720.37; Ms. Sheikh seconded and roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Dee Runnels, Nadia Sheikh, Michelle Simmons, Joe Skibinski, Laura Turner.

7. REPORTS

7.1 Report from the RAILS President

Ms. Hall thanked all who traveled to attend the Board meeting in New Lenox, reiterating the importance of attending offsite locations. Board trustees represent over 27,000 square miles and should make the effort to meet the members and also see the diverse areas of the state.

Ms. Hall congratulated Dee Brennan on being officially recognized as an Illinois Library Luminary.

Ms. Hall thanked the staff of the Illinois Talking Book Outreach Center for their hard work and dedication in providing service to the residents of Illinois who cannot read due to a visual or physical impairment.

7.2 RAILS Board Committee Reports

7.2.1 Consortia Committee

Mr. Mills reported that committee has created working groups in order to delve deeper and address specific issues. One of these, the consortial model working group is charged with creating a model of funding and service to members. At the last meeting RAILS presented a plan to distribute financial sources to all consortia. Attendees at the meeting raised questions regarding resource sharing and how the current direction fits into the RAILS strategic plan. Ms. Plass is working on a document to clarify those questions.

7.2.2 Delivery Committee

The committee has not met.

7.2.3 Executive Committee

The Committee will meet to review 24 nominations to fill the vacancy due to the retirement of Harriett Zipfel in October.

7.2.4 Policy Committee

Ms. Turner reported that the committee met on August 11 and the proposed family leave policy will be discussed under new business.

7.2.5 System Membership Standards Committee

Ms. Brennan reported that the Committee had not met, but staff are working on an implementation plan including beta testing.

7.3 RAILS Reports

7.3.1 Executive Director Report

Ms. Brennan presented her monthly report. She will be on vacation the entire month of September. At the unserved meeting in Springfield last week it was a productive meeting

with different plans addressing the different issues and geographical areas.

7.3.2 RAILS Service and Operations Report

Ms. Brennan presented the report, noting the FOIA hotline will be expanding to include Open Meetings Act questions.

7.3.3 LLSAP annual reports to RAILS

Ms. Brennan presented the LLSAP reports that are submitted to RAILS on an annual basis.

7.4 Illinois State Library Report

Ms. Aggertt reported that there is no news of when RAILS will receive their APC grant money. She reported the meeting of the unserved untaxed populations produced many great ideas that will be moving forward.

8. NEW BUSINESS

8.1 Approval of Membership Change

Ms. Pitchford reported that when a library is interested in joining RAILS, staff does a site visit and if the membership criteria is met they make a recommendation to the board. The board then makes the recommendation to the State Library which has final approval. Ms. Pitchford conducted the visit, noting the Poetry Foundation has a desire to work with suburban libraries and is hoping to incorporate poetry into programs.

Ms. Gregory moved, and Ms. Sheikh seconded, that the Board approve the Poetry Foundation for recommendation to the State Library for full membership. The motion carried.

8.2 Board Committee Appointments

Ms. Hall thanked the board members for agreeing to serve on the respective committees. There is a need to review and update the charges for each committee. She asked that each committee chair review their committee charge with RAILS staff and make recommendations at the October meeting if changes are warranted.

8.3 Executive Committee Election

Ms. Hall reported that she has asked Dave Barry, as Past President, to serve as a member of the Executive committee.

Mr. Mills moved, and Ms. Sheikh seconded, that Dave Barry be elected to serve on the Executive Committee. The motion carried.

8.4 Paid Family Leave Policy

Ms. Hall reported that the Policy committee met to discuss the new proposed family leave policy. She said the current FMLA policy requires employees to exhaust their paid leave, sick and vacation time, concurrent with unpaid medical leave. The major changes are:

- Six weeks of paid family leave, formerly 12 weeks of unpaid leave

- Expansion of reasons/criteria for leave

- Change in FMLA from running concurrently with paid leave to consecutive with paid leave.

Ms. Brennan said the changes give employees options and let them make the decisions to manage the leave they earn and for which they are eligible. She said it is a complex issue, and usually would not bring it forward so quickly but there are 3 employees who would be directly affected by the proposed changes. Mr. Mills and Mr. Barry said that they would like to review the policy further before a vote is taken. Ms. Hall said part of the RAILS strategic plan is to be an innovative leader and to identify and implement best practices. She suggested any

questions be forwarded to Ms. Fister by September 11 so that staff can investigate for further discussion at the September board meeting.

9. UNFINISHED BUSINESS

9.1 Board Orientation

Mr. Kregor gave an overview of his departments and staff, Finance and Human Resources. Their duties include collections, general ledgers of LLSAPs, RAILS budget, payroll, basic accounting; hiring, onboarding of staff, payroll records and employee data; and administering the benefit programs.

Ms. Pitchford gave an overview of her department, Membership Development and Resource Sharing. She reviewed the annual certification process, the group purchase programs, interlibrary loans and econtent platforms.

Mr. Filapek, Director of Consulting and Continuing Education, reviewed his department and duties. In the past year, RAILS held 80 CE events with 2500 staff attendees covering over 100 topics. Some events are live streamed, some webinars and some in person. They work with the Management Association for HR and legal issues; manage the FOIA hotline and maintain a consultant directory.

Ms. Slaughter is the Director of Technology Services and her department manages the internal RAILS IT as well as the statewide polycom units, and storage of all data recovery in Springfield. She reviewed the LLSAP and consortia relationships to RAILS and reported that the LLSAP contracts will be reviewed in June 2018. Staff will send Board members history on LLSAPs and consortia to further explain the relationships. If anyone has questions they are free to contact Ms. Slaughter.

9.2 Executive Director Goals for FY 2018

Ms. Brennan met with Dave Barry and Kate Hall to review her goals for FY 2018 and the results were included in the packet. She clarified that item 6 is the "Explore more" Illinois museum pass program.

Mr. Mills moved, and Mr. Barry seconded, to approve the goals for the Executive Director as presented. The motion carried.

9.3 Services to the Unserved

Ms. Brennan reported that she, Jane Plass, Veronda Pitchford, Dave Barry and Harriett Zipfel as well as other staff attended the unserved untaxed meeting. Cook County has the largest number of unserved in Illinois. The group is looking at some pilot programs in Effingham and working with community colleges that cover all of Illinois. Mr. Barry commented that there are many different challenges depending on the population and require different solutions for different situations.

10. BOARD DEVELOPMENT

10.1 Copyright and Electronic Content

Ms. Pitchford reviewed Section 108 of copyright law which covers how libraries deal with econtent. The laws has changed what libraries can do regarding photocopy articles and lending and how they deal with platforms Econtent is not buying but licensing materials. It is important to keep libraries in discussion/conversations about copyrights and protecting the public good and a making digital content available.

11. RAILS BOARD MEMBER REPORTS

Mr. Mills reported that the Fountaindale Public Library in Bolingbrook just hosted their 2nd graduating class for the online high school. It is a RAILS supported program where graduates get an accredited high school degree and have the assistance of an academic coach. Ms. Sheikh reported that the Carol Stream Library is now offering scholarships to the same program. Ms. Hall reported that she and Kathy Parker have completed a 3 part webinar “a boot camp to become effective public library directors.” It is available through ALA. Ms. Busenbark reported that Congresswoman Cheri Bustos visited the Kewanee library as part of her “day in the life” and they will take part in the Library of Congress surplus book program and will be donating books.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

Policy update for family leave; annual report and audit; FAQ on overlay. We will be at the RAILS Coal Valley service center for the meeting with a networking lunch beginning at 11:30 a.m.

13. ADJOURN

The meeting was adjourned at 3:03 p.m.