

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, September 22, 2017 | 1:00 PM  
RAILS Coal Valley Service Center  
220 W. 23rd Avenue, Coal Valley, IL 61240

**Minutes**

1. WELCOME AND INTRODUCTIONS

Ms. Kate Hall, President of the RAILS Board, called the meeting to order at 1:01 p.m. and welcomed all attendees to the RAILS Coal Valley service center.

2. ROLL CALL OF RAILS BOARD MEMBERS

Bolingbrook: Nadia Sheikh

Coal Valley: Sue Busenbark, Kate Hall, Paul Mills, Scott Pointon, Harriett Zipfel

Phone: Christine Barr, Gwen Gregory, Michelle Simmons

Absent: Dave Barry, Judy Crocker, Dee Runnels, Joe Skibinski, Laura Turner, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Bolingbrook: Anne Slaughter, Louise Svehla

Coal Valley: Mary Witt, Veronda Pitchford, Joe Filapek, Wesley Smith, Jim Kregor, Sharon Swanson, Emily Fister, Barbara Love, Jane Plass

East Peoria: Kendal Orrison

Rockford: Amber Hicke

Illinois State Library: Debra Aggertt, Karen Egan, Gwen Harrison

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

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

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

6.1 RAILS Board Minutes of August 25, 2017 Regular Meeting

Ms. Plass amended some wording under the Consortia Committee report. Ms. Busenbark moved for the approval of minutes of the August 25, 2017 RAILS board meeting as amended. Ms. Sheikh seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reported the August 31, 2017 unassigned General Fund of \$11.7 million cash and investment balances would fund an estimated 12.6 months of operations. RAILS has been awarded, but has not received, \$3,962,120 of FY2017 area and per capita grant funds, which would fund approximately four additional months of operations. Total General Fund expenditures were \$191,304 below budget due to the not yet implemented general salary increases of 3%, and five budgeted positions either not yet filled or not yet replaced.

Mr. Mills moved for the approval of the August 2017 RAILS Financial report. Ms. Sheikh seconded and the motion was approved.

### 6.3 Approval of Expenditures

Mr. Mills moved for the approval of the check voucher/register for August 2017 in the amount of \$1,462,882.63; Mr. Pointon seconded and roll call vote was taken:

Ayes: Christine Barr, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Nadia Sheikh, and Harriett Zipfel

Ms. Simmons joined the meeting at 1:18 p.m.

## 7. NEW BUSINESS

### 7.1 FY2017 Audit

Mr. Dan Berg from Sikich presented the drafts for the annual audit for FY2017 as well as the single audit report and management letter. He said they received excellent cooperation from the RAILS finance department. He pointed out the management letter to the Board of Directors that summarizes the audit and stressed the “clean” or “unmodified” audit rating in the opinion section, which is the highest rating given. RAILS is also one of the few clients that are overfunded on IMRF, which creates a “net pension asset.” Only one journal entry was posted as well. Mr. Mills moved for the acceptance of the FY2017 audit; Ms. Sheikh seconded and roll call vote was taken:

Ayes: Christine Barr, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, and Harriett Zipfel

### 7.2 FY2017 Annual Report

Ms. Plass presented the FY2017 annual report that is due to the Illinois State Library by September 30. Ms. Hall said the report is a great way to see all the accomplishments of the RAILS staff and commended them on the work they do every year.

Ms. Zipfel moved the approval of the FY2017 annual report and its submittal to the state library.

Ms. Gregory seconded and a roll call vote was taken:

Ayes: Christine Barr, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, and Harriett Zipfel

### 7.3 Approval of Membership Changes

Ms. Musacchio reported on her site visits to Komarek Elementary School in North Riverside and St. Mary’s Grade School in Sterling. She asked for the approval for full membership for the two schools.

Ms. Busenbark moved for the approval of the recommendations as presented and to request final approval from the Illinois State Library. Ms. Sheikh seconded and the motion was approved.

## 8. REPORTS

### 8.1 Report from the RAILS President

Ms. Hall had no report.

### 8.2 RAILS Board Committee Reports

#### 8.2.1 Consortia Committee

Mr. Mills reported that the committee will meet on October 16, and he will give a report at the October Board meeting.

#### 8.2.2 Delivery Committee

The committee has not met.

#### 8.2.3 Executive Committee

8.2.4 Ms. Hall reported the committee met to review the 24 applicants to fill the vacancy due to Ms. Zipfel's retirement. They will meet again to conduct interviews and a recommendation will be given at the October meeting.

#### 8.2.5 Policy Committee

The committee has not met.

#### 8.2.6 System Membership Standards Committee

Ms. Plass said the staff standards team is meeting and working on a checklist for the standards, which will be used in beta testing beginning in November.

### 8.3 RAILS Reports

#### 8.3.1 Associate Executive Director Report

Ms. Plass presented her report for August and stated the RAILS area and per capita grant and plan of service were approved by the Illinois State Library. The RAILS Burr Ridge facility renovations are almost complete, and we passed the village inspection and received the occupancy permit.

#### 8.3.2 RAILS Service and Operations Report

Ms. Plass presented the monthly report. She said the RAILS Coal Valley center is on the market and has had a showing, but no offers have been submitted.

### 8.4 Illinois State Library Report

Ms. Aggertt reported the FY2018 system area and per capita grant of \$9,985,530 has been awarded to RAILS. ISL is working on getting some FY2018 funds released; timing of the release of the remaining FY2017 funds is unsure. A number of grant awards have been released, including Radio Information Services, delivery funding and the MARC of Quality grants. The Family Reading Night posters and bookmarks have been mailed to schools and public libraries after a hiatus of this program. FY2018 school per capita grant applications are due October 15; public library per capita grant applications are due January 15. News regarding the Live and Learn construction grants will be coming soon.

## 9. UNFINISHED BUSINESS

### 9.1 Paid Family Leave Policy

Ms. Hall said the paid family leave policy documents included a Q&A that was sent to the board via email on Monday. The board discussed the aspects of the policy in relationship to RAILS strategic plan goals of *Leadership and Innovation* as well as *Organizational Excellence*. Mr. Mills suggested adding language of interactive process for the additional paid leave section. Some language regarding qualifying criteria was changed as well.

Ms. Sheikh moved for the approval of the RAILS paid family leave policy as amended. Ms. Busenbark seconded and a roll call vote was taken:

Ayes: Christine Barr, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, and Harriett Zipfel

## 9.2 Overlay Project

Ms. Plass said a draft Q&A was sent in an email. Most of the questions came from Consortia Committee members following the July committee meeting. The document is in draft form pending verification of some information by Auto-Graphics, the recommended vendor.

Mr. Mills thanked Ms. Plass for the comprehensive information. Ms. Plass said the information will be reviewed at the Consortia Committee meeting on October 16 and may be brought to the Board as an action item in October as well.

## 10. BOARD DEVELOPMENT

### 10.1 Financial processes and internal controls

Mr. Kregor gave an overview of the finance department including the staff and their specific duties. He emphasized that as an extra check and balance procedure, at least two staff people are involved in all RAILS transactions. There is a separation of duties for all staff, and they are cross-trained as well.

## 11. RAILS BOARD MEMBER REPORTS

Ms. Simmons reported that she and Warren County Public Library District Director Larissa Good have been working on their plan to serve the unserved. They will forward their proposal to Ms. Brennan for use for the work on the statewide plan. Ms. Zipfel reported that the Galesburg Public Library is supporting Library Card Sign-up Month with a gift basket raffle for new sign-ups, waiving of library fines, and a 3-day grace period for overdue materials.

Ms. Hall reported she and former RAILS board member Kathy Parker are doing a webinar through ALA called Library Director Bootcamp. It is a series of 3 ninety minute sessions in November covering everything from finance and personnel to building maintenance. Details are available on the ALA website.

Ms. Busenbark reported that Congresswoman Cheri Bustos attended an event at the Kewanee Public Library District and donated books from the Library of Congress surplus books program.

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

The next board meeting will be on Friday, October 27, at the Burr Ridge Service center. All Board members are invited and encouraged to attend in Burr Ridge for a lunch and tour of the newly renovated areas of the facility. Staff from the other RAILS facilities will be invited as well. Possible agenda items are the overlay project and committee charge review.

## 13. ADJOURN

The meeting was adjourned at 2:26 p.m.