

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, October 27, 2017 | 1:00 PM

RAILS Burr Ridge Service Center | 125 Tower Drive

Burr Ridge, IL 60

Draft Minutes

1. WELCOME AND CALL TO ORDER

Ms. Turner, RAILS Board Vice President, called the meeting to order at 1:00 p.m. at the RAILS East Peoria Service Center.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

East Peoria: Laura Turner, Sue Busenbark

Burr Ridge: Christine Barr, Dave Barry, Gwen Gregory, Paul Mills, Scott Pointon, Nadia Sheikh

Quincy Public Library: Judy Crocker

Telephone: Dee Runnels, Joseph Skibinski

Absent: Kate Hall, Michelle Simmons, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Dee Brennan, Emily Fister, Ryan Hebel, Mary Witt, Jim Kregor, Mark Hatch, Amanda Musacchio, Anne Slaughter, Veronda Pitchford, Joe Filapek, Brock Spencer, Demond Warfield, Greg McCormick, Deb Aggertt

East Peoria: Kendal Orrison, Jane Plass

Illinois State Library: Karen Egan, Gwen Harrison

4. PUBLIC COMMENTS

None.

5. ADOPTION OF THE AGENDA

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

6. APPROVAL OF RAILS BOARD minutes, financial reports and expenditures

6.1 RAILS Board Minutes of September 22, 2017 Regular Meeting

Mr. Pointon moved for the approval of minutes of the September 22, 2017 RAILS board meeting.

Ms. Busenbark seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial report for September 2017 stating the unassigned General Fund (\$10.9 million) cash and investment balances, would fund an estimated 11.7 months of operations. RAILS has been awarded, but still has not received as of the report date, \$3,962,120 of FY2017 Area and Per Capita Grant funds, which would fund approximately four months of operations. Health insurance costs will remain the same for next year due to no rate increase from LIMRICC. Mr. Mills commented that the growth of the membership of LIMRICC allows for those cost savings.

Mr. Mills moved for the approval of RAILS July financial report. Mr. Barry seconded and the motion was approved.

6.3 Approval of Expenditures

Mr. Gregor presented the expenditures report for the month of September.

Mr. Barry moved for the approval of the check voucher/register for September 2017 in the amount of \$854,034.35; Mr. Pointon seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Joseph Skibinski, Laura Turner

Nay: none

7. REPORTS

7.1 Report from the RAILS President

There was no report.

7.2 Rails Board Committee Reports-Committee Chairs

7.2.1 Consortia Committee

Mr. Mill stated the consortia overlay would be discussed later in the meeting. The Consortia Model Working Group submitted recommendations to the Consortia Committee and staff follow up on defining criteria for funding in the future.

7.2.2 Delivery Committee

The committee has not met.

7.2.3 Executive Committee

Ms. Turner reported that the committee met and the report will be given under "new business."

7.2.4 Policy Committee

The committee will has not met.

7.3 RAILS Reports

7.3.1 Executive Director Report

Ms. Brennan reviewed the facilities summary that was a part of her report. Ms. Turner reported that she is grateful the large pothole has been fixed in the East Peoria service center parking lot.

7.3.2 RAILS Service and Operations Report

Ms. Brennan presented the report for October 2017. She commented that staff is working on the updated standards and conducting a beta test in mid-November.

7.3.3 RAILS Consortia Report

Ms. Brennan presented the quarterly report for July-September 2017.

7.4 Illinois State Library Report

Mr. McCormick reported that many funds are owed to systems and libraries throughout the state, stating the state has a \$16 billion backlog of unpaid bills. The state is addressing the backlog with possible federal funding and bond sales. The Secretary of State's Veterans project has an additional 20 public libraries participating.

8 NEW BUSINESS

8.1 Executive Committee Recommendation to fill vacancy of Harriett Zipfel

Ms. Turner reported the Executive Committee met on Friday, September 27 to interview three of

the 24 candidates to fill the vacancy of Harriett Zipfel. Harriett held an at large seat and her term would expire on June 30, 2019. The Committee chose the candidates to interview based on library type, and ensuring representation throughout the RAILS service area. All three candidates were very qualified and would be valuable additions to the RAILS board. The Committee recommends that Laura Keyes, Head of Adult Services & Technical Services at the Freeport Public Library fill the at-large seat of Harriett Zipfel. Ms. Keyes has experience in working in school, public, academic, and special libraries, and the Freeport/Rockford area currently is not represented on the RAILS board.

Mr. Mills moved to accept the recommendation of the Executive Committee and appoint Laura Keyes to fill the at-large seat of Harriett Zipfel expiring June 30, 2019. Ms. Sheikh seconded and the motion was approved.

8.2 Membership Changes

Ms. Musacchio reported on her visit to the Prairie Hill School District #133 in South Beloit and recommended the school district for full membership in RAILS.

Ms. Busenbark moved to accept the recommendation as presented and request final approval from the Illinois State Library. Mr. Skibinski seconded and the motion was approved.

8.3 Revision of RAILS compensation schedule

Ms. Brennan presented the revised compensation schedule that included increases for delivery drivers and sorters. The Management Association uses a combination of nonprofit organizations to assess salary comparisons for RAILS staff salaries.

Mr. Mills moved to accept the revised compensation schedule. Mr. Barry seconded and the motion was approved.

8.3a Human Resources Department reorganization

Ms. Brennan reviewed the suggested reorganization of the Human Resources department. The Management Association reviewed the current duties of the two members of the HR department since former Director of Human resources, Barb Brooks, resigned in the spring. Board approval is needed for the changes because it is a change of the RAILS organizational structure.

Mr. Pointon moved to accept the reorganization of the Human Resource department. Ms. Sheikh seconded and the motion was approved.

8.4 RAILS Board Committee Charges

Ms. Brennan reported Board President Kate Hall asked for committees to review their charges for the upcoming year. The work of the Membership Standards committee is complete and is at the staff implementation point. The Delivery Committee currently does not have a chairperson and possibly could be under a broader Resource Sharing committee separated into working groups. Mr. Mill suggested staff draft charges for resource sharing committee and consortia with delineated tasks for each. Mr. Barry suggested a Delivery Committee or working group charge due to delivery being a huge part of the RAILS budget.

8.5 Paid family Leave Policy and retroactive implementation

Ms. Brennan reported that staff proposes the implementation date for the Paid family Leave Policy be retroactive to the start of July 1 to coincide with the start of the fiscal year.

Mr. Mills moved that the Paid family Leave Policy be implemented retroactively to July 1, 2017. Mr. Pointon seconded and the motion was approved.

9 UNFINISHED BUSINESS

9.1 Overlay Project

Ms. Plass presented the Overlay Q&A that was presented to the Consortia Committee. The cost projections for the pilot project are \$660,000 over a two-year period. Staff requests approval to enter into contract negotiations with Auto-Graphics to reduce and solidify costs.

Mr. Barry moved to approve the recommendation of the RAILS Overlay Software Search Working Group that RAILS staff be directed to enter into contract negotiations with Auto-Graphics for use of SHAREit to expand resource sharing among Illinois libraries. Mr. Mills seconded and the motion was approved.

9.2 Evaluation of RAILS Services

Ms. Brennan reported that former board member Dane Ward challenged RAILS to evaluate services instead of just reporting numbers to the board.

The results of the Member Visits were included in the packet. Interesting notes were members used more of RAILS services after visits and some members had anxiety about the visits. There are plans to involve more staff members in visits and to make sure the visits are seen as helpful, not policing in nature.

10 BOARD DEVELOPMENT

10.1 ILA Conference

Ms. Barr said she attended the ILA conference and the location was great and the programs she attended worthwhile. Ms. Gregory said she presented and attended some meaningful programs. Mr. Barry attended and was also presented the Trustee of the Year award. He said he gets more from the ILA conference each year he attends.

11 RAILS BOARD MEMBER REPORTS

Mr. Mills reported that the Fountaindale Library held a ribbon cutting for their outreach service vehicles. The vehicles deliver Wi-Fi to areas and will soon have computers for use as well. Ms. Turner reported that Caterpillar will host a 2 day event "Introduce a girl to STEM Day". There will be 500 girls participating and the event will showcase how working engineers use libraries. Ms. Busenbark said the Kewanee Library will host a "Music at the Carnegie" on Saturday, October 18, a very popular event started by John Sayers.

12 AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The November Board meeting will be held at the Burr Ridge Service Center on Friday, November 17 at 1pm. Lunch served for attendees at noon. Please note this the 3rd Friday of the month to allow for the Thanksgiving holiday.

13 ADJOURN

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