

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, November 17, 2017 | 1:00 PM
Burr Ridge Service Center | 125 Tower Drive
Burr Ridge, IL 60527

MINUTES

1. WELCOME AND INTRODUCTIONS

RAILS Board President, Kate Hall called the meeting to order at 1 p.m. and welcomed all attendees to the RAILS Burr Ridge Service Center.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

Burr Ridge: Christine Barr, Dave Barry, Sue Busenbark, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon

Quincy Public Library: Judy Crocker

Telephone: Dee Runnels, Michelle Simmons, Lori Wilcox

Absent: Gwen Gregory, Nadia Sheikh, Joseph Skibinski, Laura Turner

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Dee Brennan, Emily Fister, Jane Plass, Mary Witt, Jim Kregor, Wesley Smith, Louise Svehla, Joe Filapek, Dawn Bussey

East Peoria: Kendal Orrison

Illinois State Library: Karen Egan

4. PUBLIC COMMENTS

None.

5. ADOPTION OF THE AGENDA

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

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

6.1 RAILS Board Minutes

6.1.1 Minutes of October 27, 2017 Regular Meeting

Ms. Busenbark moved for the approval of minutes of the October 27, 2017 RAILS board meeting. Mr. Pointon seconded and the motion was approved.

6.1.2 RAILS Executive Committee Minutes of September 29, 2017 meeting

Mr. Barry moved for the approval of minutes of the September 29, 2017 RAILS Executive board meeting. Ms. Busenbark seconded and the motion was approved.

6.2 RAILS Financial Report - Jim Kregor

Mr. Kregor reviewed the financial report for October 2017 stating the unassigned General Fund (\$12.3 million) cash and investment balances, would fund an estimated 13.2 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. Total General Fund expenditures of \$3,919,765 through October were

\$385,820 below budget partially due to not yet filled two budgeted positions and three vacated positions; and the salary increases not implemented effect until the November payroll. RAILS received an \$18K refund on premiums from LIRA.

Ms. Barr moved for the approval of RAILS October financial report. Mr. Mills seconded and the motion was approved.

6.3 Approval of Expenditures

Mr. Gregor presented the expenditures report for the month of October 2017.

Mr. Barry moved for the approval of the check voucher/register for October 2017 in the amount of \$882,903.16. Ms. Keyes seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon, Michelle Simmons, Dee Runnels, Lori Wilcox

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-Paul Mill

There was no report.

7.2.2 Delivery Committee – Kate Hall

There was no report.

7.2.3 Executive Committee – Kate Hall

There was no report.

7.2.4 Policy Committee – Laura Turner

There was no report.

7.3 RAILS Reports

7.3.1 Executive Director Report

Ms. Brennan reported that Mary Witt will be conducting the next service evaluation project on how well we engage the RAILS board and how we can improve our orientation process. The initial evaluation will probably be in the form of a survey. Ms. Brennan, Ms. Plass and the HR department will review the RAILS employee benefit manual to ensure it is up to date and the policies and benefits are consistent. Ms. Brennan said that Warren County submitted a proposal to the State Library to serve the unserved. Ms. Simmons reported that director Larrisa Good of the Warrren County Library is very open to serving the unserved and the board supports the initiative.

7.3.2 RAILS Service and Operations Report

Ms. Brennan reviewed the report. She said the idea of having computed generated delivery labels has been tabled. Software access and coding is required from too many vendors for the project to be feasible at this time.

7.4 Illinois State Library Report- ISL Staff

Ms. Karen Egan reported that Mr. McCormick was attending the CARLI annual meeting in Champaign. Applications are due on January 15 for the Public Library Per Capita grants

and on January 12 for the Live and Learn Construction grants. Staff will be holding webinars for grants and for certification process. The Illinois statewide database Try-It! trial runs until November 30, 2017. Libraries can use it to sample a wide variety of electronic resources for free.

8. NEW BUSINESS

8.1 Strategic plan

Ms. Brennan reported that the current strategic plan involved an extensive process in 2013-14 due to the fact that the system merger was recent and RAILS was a new entity. She suggested that plan be updated using these key elements: An aspirational plan that is grounded in reality and future focused; the planning process is transparent to members; and Member participation in the updating of the plan. She reviewed the proposed timeline that sets the approval of the new plan for June 2018.

9. UNFINISHED BUSINESS

9.1 Committee charges

Mr. Mills reviewed the revised charge for the Consortia committee and the new Resource Sharing committee. Key changes include the delivery committee as a working group under the Resource sharing committee and the committee does not required a board member as chair.

Mr. Barry moved for the approval of charge for the Consortia Committee. Mr. Mills seconded and the motion was approved.

Mr. Barry moved for the approval of charge for the Resource Sharing committee. Mr. Mills seconded and the motion was approved.

10. RAILS BOARD MEMBER REPORTS

Ms. Hall reported the Northbrook Library will be hosting a Star Wars Day on December 16 that will include movies, contests and crafts. Ms. Keyes reported that the Freeport Public Library will host the 32nd President, Franklin D. Roosevelt, for a Fireside Chat.

11. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

There is no board meeting scheduled for December. The RAILS board will meet again on Friday, January 26 in Burr Ridge.

12. ADJOURN

The meeting was adjourned at 2:02 p.m.