

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, January 26, 2018 | 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, Gwen Gregory, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon, Nadia Sheikh

Quincy Public Library: Judy Crocker

Telephone: Michelle Simmons, Laura Turner

Absent: Dee Runnels, Joseph Skibinski, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Jane Plass, Jim Kregor, Mark Hatch, Nikki Zimmerman, Mary Witt, Ryan Hebel, Joe Filapek, Louise Svehla, Anne Slaughter, Veronda Pitchford, Emily Fister

RAILS Coal Valley: Todd Williams

RAILS East Peoria: Kendal Orrison

Illinois State Library: Debra Aggertt, Greg McCormick, Karen Egan

4. PUBLIC COMMENTS

None

5. ADOPTION OF THE AGENDA

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

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

6.1 RAILS Board Minutes of November 17, 2017 Regular Meeting

Mr. Barry moved for the approval of minutes of the November 17, 2017 RAILS board meeting. Mr. Pointon seconded and the motion was approved.

6.2 RAILS Financial Report - Jim Kregor

Mr. Kregor reviewed the financial report for November and December 2017 stating the unassigned General Fund (\$10.7 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. Total General Fund expenditures of \$5,810,080 through December were \$497,070 below budget, due to two unfilled positions, lower insurance premiums and retirement contributions, and lower Burr Ridge

construction costs.

Ms. Keyes moved for the approval of RAILS November /December 2017 financial report.

Ms. Barr seconded and the motion was approved.

### 6.3 Approval of Expenditures – November and December, 2017 – Jim Kregor

Mr. Kregor presented the expenditures report for the months of November and December, 2017.

Mr. Mills moved for the approval of the check voucher/register for November 2017 in the amount of \$ 1,348,584.13. Mr. Pointon seconded and a roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Laura Turner

Nays: none

Mr. Mills moved for the approval of the check voucher/register for December for \$741,924.66. Mr. Barry seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Laura Turner

Nays: none

## 7. REPORTS

### 7.1 Report from the RAILS President

Ms. Hall thanked Board members Gwen Gregory and Christine Barr for agreeing to serve on the Resource Sharing committee. She stressed the importance of having multitype representation on the committee. She recommends that interested parties apply to the Elevate leadership program. Applications are due on Friday, February 23<sup>rd</sup> and more information is available in RAILS enews.

### 7.2 Rails Board Committee Reports-Committee Chairs

#### 7.2.1 Consortia Committee

Mr. Mills reported the committee met on Monday, January 22 and discussed the charges of the consortia and resource sharing committees; 2020 trends in shared catalogs; and how consortia tie into RAILS strategic plan. The next meeting is in April.

#### 7.2.2 Executive Committee

There was no report.

#### 7.2.4 Policy Committee

There was no report.

### 7.3 RAILS Reports

#### 7.3.1 Executive Director Report

Ms. Brennan reported that Charm Ruhnke director of the Peru Public Library has agreed to chair the Resource Sharing committee. Ms. Brennan's goals and progress as related to the RAILS strategic plan are included in the report.

#### 7.3.2 RAILS Service and Operations Report

Ms. Brennan reviewed the report. The sexual harassment in the workplace seminar is on creating a training program for employees. RAILS will look into providing related training.

#### 7.3.3 Quarterly Consortia Report

The report was presented.

#### 7.4 Illinois State Library Report- ISL Staff

Mr. McCormick reported the Public Library Per Capita and Equalization Aid Grant Applications are due January 15 and Live and Learn Construction Grant applications are due January 12. The Rural and Small Libraries annual conference will be hosted in Springfield September 13-15. The State will be releasing FY17 funds soon for school libraries and some public library funds. The dates of the release are determined by the date of the approved voucher. RAILS will receive an APC payment of \$3.9 million next week.

#### NEW BUSINESS

##### 8.1 Village of Coal Valley request to annex Service Center

Mr. Hatch reported that the Village of Coal Valley has requested that the Coal Valley service center property be annexed into the village. The annexation also includes a rezoning from residential to B2 commercial zoning. The annexation and rezoning will aid in marketing the property and improve police coverage.

Mr. Mills moved for the approval to proceed with rezoning and annexation of our Coal Valley property into the Village of Coal Valley. Mr. Barry seconded and the motion was approved.

##### 8.2 Sexual Harassment Ordinance

Mr. Pointon moved for the approval RAILS Sexual Harassment Ordinance #18-01. Ms. Sheikh seconded and the motion was approved.

##### 8.3 Board Meeting Schedule

The board members discussed the proposed changes to the board schedule. No changes were made. The July Board meeting is tentatively scheduled for Thursday, July 26, 2018.

##### 8.4 LLSAP FY2019 Contract

Ms. Slaughter explained the contracts are for the four LLSAPs, that are currently supported by RAILS. This is the 3<sup>rd</sup> year of a 3 year contract. RAILS is developing an annual grant process open to all consortia in FY20. In FY19 there will be three LLSAPS as MAGIC members are joining SWAN. PrairieCat will employ their own staff as of July 1, which changes their support allocation. All the contracts have been reviewed by each board and their legal representatives.

#### 9. UNFINISHED BUSINESS

##### 9.1 Strategic Planning

Ms. Brennan reviewed the Strategic Plan update process. RAILS is planning four listening tour events in Kewanee, Glenwood, Freeport, Indian Trails library in Wheeling to get input from members. The question posed to members is "what keeps you awake at night?" Ms. Gregory suggested streaming a meeting with academic libraries. Ms. Turner and Ms. Barr suggested the same for special and school libraries. The board members will have an opportunity for input as well at the next board meeting.

##### 9.2 Overlay budget

Ms. Plass reported that the contract negotiations with Autographics went very well. Recruitment has started and 18 libraries have confirmed their participation. Ms. Brennan

commended and thanked Ms. Plass on her leadership of this complex project. This software has many options including access to bibliographic records and may eventually change the resource sharing landscape in Illinois.

Mr. Mills moved for approval of moving forward with the Find More Illinois pilot project and software development for reciprocal borrowing functionality with a projected first-year budget of \$172,000. Ms. Gregory seconded and a roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Laura Keyes, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Laura Turner

Nays: none.

## 10. BOARD DEVELOPMENT

### 10.1 Service to the unserved

Ms. Brennan reviewed the map showing the unserved area and stressed the unserved population is much greater in the Chicago area than downstate. RAILS has assisted in the forming of intergovernmental partnerships with public libraries and school districts. RAILS is working with a marketing firm on how best to promote news out about the issue. Unserved fees do produce revenues for libraries and can be important to those with smaller budgets. Front line library staff often have to deal with this complicated issue.

## 11. RAILS BOARD MEMBER REPORTS

Ms. Hall reported that ILA is hosting legislative meet ups throughout the state and encourages members to attend them. Mr. Pointon reported that he participated in a most rewarding experience with the Southwest Suburban Immigrant Project where volunteers help people with citizenship classes over a 10 week period.

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

The next board meeting is Friday, February 23 at 1 pm. Topics of discussion will include nominating committee appointments, strategic plan brainstorming and approval of LLSAP contracts.

## 13. ADJOURN

The meeting was adjourned at 2:38 p.m.