

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, May 25, 2018 | 10:00 AM

Burr Ridge Service Center | 125 Tower Drive

Burr Ridge, IL 60527

MINUTES

1. WELCOME AND INTRODUCTIONS

Kate Hall, RAIL Board President called the meeting to order at 1:00 p.m.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

Burr Ridge: Dave Barry, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon,

East Peoria: Sue Busenbark

Quincy: Judy Crocker

Telephone: Dee Runnels, Nadia Sheikh, Michelle Simmons,

Absent: Christine Barr, Joseph Skibinski, Laura Turner, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Jane Plass, Jim Kregor, Ryan Hebel, Anne Slaughter, Joseph Filapek, Mary Witt

Coal Valley: Todd Williams, Mark Hatch

East Peoria: Kendal Orrison, Thomas Stagg,

Galesburg Public Library: Zach Holt

Quincy: Nancy Dolan

Illinois State Library: Greg McCormick, Debra Aggertt, Gwen Harrison

4. PUBLIC COMMENTS – Kate Hall

There were no public comments.

5. ADOPTION OF THE AGENDA

Mr. Barry moved for the approval of the agenda. Mr. Pointon seconded and the motion was approved.

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

6.1 RAILS Board Minutes of April 27, 2018 Regular Meeting

Ms. Busenbark moved for the approval of the minutes of the April 27, 2018 Regular Meeting.

Ms. Gregory seconded and the motion was approved.

6.2 Review of Closed Session Minutes –May 26, 2017

Ms. Hall reported that staff recommends that the Closed Session Minutes for RAILS Board meetings of May 27, 2017 be released as they no longer require confidential treatment. Mr.

Pointon moved that the Closed Session Minutes of May 26, 2017 be released and available for public inspection. Ms. Busenbark seconded and the motion was approved.

6.3 RAILS Financial Report

Mr. Kregor reviewed the financial report for April 2018 stating the unassigned General Fund (\$13.6 million) cash and investment balances, would fund an estimated 14.6 months of operations. The Capital Projects Fund has a cash balance of \$3.1 million. Investment income

through April is \$123,235, which is \$68,679 above budget due to continuing increases in short term interest rates. RAILS' Area and Per Capita Grant revenues of \$7,512,651 were \$719,949 below budget. The timing of the receipt of the remaining (\$6,328,579) portion of the FY2018 APC Grant due is uncertain.

Mr. Mills moved for the approval of RAILS April 2018 financial report. Mr. Barry seconded and the motion was approved.

6.4 Approval of Expenditures

Mr. Barry moved for the approval of the check voucher/register for April 2018 for \$ 847,252.42. Mr. Pointon seconded and roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: none

7. REPORTS

7.1 Report from the RAILS President

Ms. Hall thanked all the board members for completing the Executive Director evaluation form. The evaluation will be discussed in closed session.

7.2 Rails Board Committee Reports-Committee Chairs

7.2.1 Consortia Committee

The committee has not met.

7.2.2 Executive Committee

The committee has not met.

7.2.3 Policy Committee

The committee has not met.

7.2.4 Resource Sharing Committee

The committee will meet in June.

7.2.5 Nominating Committee

Ms. Brennan announced the winners of the 2018 election: The following candidates were elected to three open at-large seats:

- Liza Hickey, Manager of Technical Services, Peoria Public Library (three-year term)
- Paul Mills, Executive Director, Fountaindale Public Library District (three-year term)
- Daisy Porter-Reynolds, Executive Director, Aurora Public Library (one-year term)

The following candidates were elected to the three open public library trustee seats (all three-year terms):

- Michael Campbell, Fox River Grove Public Library District
- Jay Kasten, Vernon Area Public Library District
- Thomas Stagg, Alpha Park Public Library District.

The nominating committee will present a slate of officers at the June meeting.

Nominations for officers will also be taken from the floor for the election at the July meeting.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan reviewed her written report. She highlighted the RAILS board communication evaluation project and thanked all who participating in the interview or survey process. She thanked Mary Witt for her work on the project and said staff will be implementing some of the suggestions including a new orientation process to begin at the July meeting. She met with Greg McCormick on the standards and will have further conversations next week when the Directors University conference is held in Springfield. RAILS hosted a Chinese delegation from the Capital Library of China on May 24. We reviewed our library system, Illinois library laws, best practices, services, consortia, technology, platforms, and funding. The thirteen delegates were a mix of librarians and directors of various cultural centers. Ms. Brennan thanked Kate Hall, Laura Turner and Laura's colleague Sunny for attending.

7.4 Illinois State Library Report- ISL Staff

Mr. McCormick reported that the legislature was in session and the Secretary office is optimistic that the funding levels for the library systems will be approved for FY19. Ms. Hall thanked Greg, the State Library and Secretary White for their support of Directors University.

8. NEW BUSINESS

8.1 Capital Projects Fund Review

Ms. Brennan reported that Mr. Mills had asked for an update on the capital projects fund in February. Mr. Kregor reported that the May 2015 balance of \$25.8 million is due to sale of Wheeling, Shorewood, East Peoria, and Geneva facilities (\$4.2 million); APC grant monies (\$5.1 million), and balances (\$5.5 million) carried over from the legacy systems; and an additional \$10.8 million from revenues exceeding expenditures for the first four years of operations. The Board authorized RAILS to use a portion (\$4,189,465) of its General Fund cash and investment balances to fund a Capital Project Fund in June 2015. Since its establishment, we have capital expenditures of \$1,133,427, bringing the fund balance to \$3,056,038. These expenditures were primarily for the Burr Ridge renovation project and for vehicles.

A facilities assessment will be updated and prepared for the board for discussion at a future meeting to ensure appropriate facilities planning is in place.

8.2 Approval of Participation Agreement & Resolution for Cooperative Job Order Contracting

Mr. Hatch explained that City of Naperville went through a competitive bidding process and hired F.H. Paschen as its Job Order Contracting (JOC) contractor. The JOC awarded long-term contracts for a variety of projects through a competitive bidding process, and streamlines the procurement process while adhering to procurement policies including the prevailing wage act. RAILS can use the contractor for projects such as tuck-pointing.

Mr. Mills moved for the approval of the resolution Authorizing Rails Executive Director To Negotiate And Execute Participation Agreement. Mr. Barry seconded and roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: none

9. UNFINISHED BUSINESS

9.1 PrairieCat RAILS FY19 Revised Contract

Ms. Brennan reported the revised contract was due to the transfer of title for the RAILS vehicles to PrairieCat.

Mr. Mills moved for the approval of RAILS PrairieCat RAILS FY19 Revised Contract. Ms. Gregory seconded and the motion was approved.

9.2 Strategic Plan Update

Ms. Brennan reviewed the memo regarding the strategic plan. The plan is action oriented and focused on how RAILS can anticipate and respond to member needs. The categories will be incorporated into a vision of success and goals and objectives delineating how to achieve the vision. A more detailed document will be drafted and presented at the June meeting.

9.3 System Area and Per Capita Grant Application

The System Area and Per Capita Grant Application for FY19 was presented. The application is an outline of the plan to spend the annual appropriation to RAILS in fulfillment of the requirements of the system act.. A few changes were made from the draft presented at the April meeting in regard to PrairieCat expenses and how the objectives relate to the system standards. The budget is tight, with revenues only \$5K over expenditures partially due to the increase in LLSAP grants for members and the Find More Illinois initiative.

Mr. Barry moved for the approval of the FY19 System Area and Per Capita Grant Application.

Mr. Pointon seconded and roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: none

10. BOARD DEVELOPMENT

10.1 National Library Legislative Day report

Ms. Brennan and Ms. Hall attended National Library Legislative Day in Washington DC. They met with legislators on key issues such as preserving net neutrality, and funding of IMLS (Institute of Museum and Library Services) and LSTA (Library Services and Technology Act). They learned that the legislators feel they do not hear from library representatives outside of the Chicago area, and commented on the impact of student advocates. The board discussed the importance to build and maintain relationships with legislators and perhaps working with ALA and others on possible scholarship funds to assist participation in legislative days in the future. Another option is to plan visits in the districts.

11. RAILS BOARD MEMBER REPORTS

Ms. Gregory reported that University of Illinois –Chicago Daley library hosted the annual conference of the Midwest chapter of the Chinese American Librarians Association featuring an interesting on-line poster session with participation from other states as well as a presentation from Chinese librarian studying here about the Chinese government program of supplying local villages with library materials. Ms. Crocker reported that Quincy Library

Director, Nancy Dolan, has announced her retirement as of August 3 and the library will be looking for her replacement.

Ms. Hall reported that the Northbrook Public Library did a soft opening for their new maker space "The Collaboratory" and the response has been overwhelming with over 800 visitors so far. The fees for the maker space can be paid online which simplifies the payment process for patrons and negates the need for a cash register in the space.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The June board meeting will be held at 1 pm on Friday, June 15th, one week earlier due to the ALA conference. Newly elected board members are invited to attend. The Prevailing Wage Ordinance, system membership standards, strategic plan, board meeting schedule, and the nominating committee proposed slate of officers will be included on the agenda.

13. CLOSED SESSION

Mr. Barry moved, and Mr. Mills seconded, that the board move into closed session.

A roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: None

Abstained: None

Judy Crocker left the meeting at 11:15 a.m.

At 11:46 a.m., Mr. Pointon moved and Mr. Barry seconded the RAILS Board move into open session and a roll call vote was taken:

Ayes: : Dave Barry, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: None

Abstained: None

14. ACTIONS IN FOLLOW-UP TO CLOSED SESSION

Ms. Hall reported that the board reviewed the Executive Director's evaluation from the board members. She and Ms. Turner will meet with Ms. Brennan to discuss the evaluation.

Mr. Mills moved, and Mr. Barry seconded, that effective July 1, 2018 the Executive Director will receive a one-time 4% bonus. She thanked Ms. Brennan for her efforts on behalf of the RAILS members, Illinois libraries and the national landscape.

A roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Gwen Gregory, Kate Hall, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons

Nays: None

15. ADJOURN

The meeting was adjourned at 11:48 a.m.