

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

June 15, 2018

Vernon Area Public Library

4 Indian Creek Road, Lincolnshire, IL 60069

DRAFT MINUTES

1. WELCOME AND CALL TO ORDER

Kate Hall, RAILS Board President welcomed everyone and at 1:00 p.m. called the meeting to order.

2. ROLL CALL OF RAILS BOARD MEMBERS

Vernon Area Public Library District: Dave Barry, Susan Busenbark, Gwen Gregory, Kate Hall, Laura Turner

New Lenox Public Library District: Paul Mills

Quincy Public Library: Judy Crocker

Phone: Christine Barr, Dee Runnels, Joseph Skibinski

Absent: Scott Pointon, Nadia Sheikh, Michelle Simmons, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Vernon Area Public Library District: Dan Bostrom, Deirdre Brennan, Michael Campbell, Evelyn Cunico, Jay Kasten, Jim Kregor, Pam Leffler, Amanda Musacchio, Amy Falasz-Peterson, Veronda Pitchford, Jane Plass, Daisy Porter-Reynolds, Jody Rubel, Gretchen Schneider, Wesley Smith, Thomas Stagg, Mary Witt,

Burr Ridge: Ryan Hebel

East Peoria: Kendal Orrison

Galesburg: Zach Holt

Illinois State Library: Deb Aggerdt, Karen Egan, Gwen Harrison, Greg McCormick

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Mr. Barry moved to adopt the RAILS Board June 15, 2018 Meeting Agenda as presented. Mr. Mills seconded and the motion approved.

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

6.1. RAILS Board Minutes

6.1.1. RAILS Board Minutes of May 25, 2018 Regular Meeting

Ms. Busenbark moved for the approval of the minutes of the May 25, 2018, Regular meeting. Ms. Gregory seconded and the motion was approved.

6.1.2. RAILS Board Minutes Of May 25, 2018 Closed Session

Mr. Barry moved for the approval of the minutes of the May 25, 2018 Closed Session meeting. Mr. Mills seconded and the motion was approved.

6.2. RAILS Financial Report

Mr. Kregor reviewed the financial report for May 2018 stating the unassigned General Fund (\$12.7 million) cash and investments balances, would fund an estimated 13.7 months of

operations. RAILS received no Area and Per Capita (APC) funds. The Illinois State Library is investigating smaller disbursement amounts through the Comptroller's office to facilitate release of APC funds. Investment income through May is \$140,709 which is \$80,698 above budget due to increases in short-term interest rates. General Fund expenditures were \$930,033 below budget. Salaried expenditures were below budget by \$268,813 due to not filling budgeted positions or delayed filling positions. Vehicle expenditures were unfavorable due to increased maintenance and repairs and recently rising fuel costs. Vehicle expenditures are expected to settle down after the receipt of new vehicles. New vehicles ordered are replacing aging vehicles over 250,000 miles. Three vehicles were received in May, four are on order, and seven more are budgeted for purchase the next fiscal year.

Mr. Skibinski moved for the approval of RAILS May 2018 financial report. Ms. Turner seconded and the motion was approved.

6.3. Approval of Expenditures

Gregor noted during May there were three payroll periods and three new vehicles received.

Mr. Barry moved for the approval of the check voucher/register for May 2018 for \$1,137,413.10. Ms. Crocker seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Susan Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Dee Runnels, Joseph Skibinski, Laura Turner,

Nays: None

7. REPORTS

7.1. Report from the RAILS President

Ms. Hall's report included two items. First, Hall thanked the RAILS Board and staff for their hard work and stated her pleasure in serving on the board for two terms. The second report item pertained to Executive Director's goals. Hall and Laura Turner met with Deirdre Brennan to discuss to goals. Goals would be reviewed and discussed at a future meeting to ensure goals are inclusive and not repetitive. Brennan thanked the board for their input and their engagement.

7.1.2 Report from the RAILS Vice President

Laura Turner recognized outgoing Board Members, Judy Crocker, Kate Hall, Joseph Skibinski, and Lori Wilcox for their service and expertise. Deirdre Brennan also thanked outgoing Board Members for their service.

7.2. RAILS Board Committee Reports

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 met and discussed barriers to resource sharing. The definition of resource sharing needs a broader scope as resource sharing goes beyond the sharing of materials. The committee is investigating the return on investment and benefits of

resource sharing. The committee discussed the unserved population that does not benefit from resource sharing.

7.2.5 Nominating Committee

Nominating Committee Member, Pam Leffler, Morton Grove Public Library presented a recommended slate of officers. At the July 26, RAILS Board Meeting, nominations from the floor would be opened.

Recommended slate:

- President, Laura Turner
- Vice-President, Paul Mills
- Secretary, Susan Busenbark
- Treasurer, Nadia Sheikh

7.3. RAILS Reports

7.3.1. RAILS Monthly Report

Ms. Brennan reviewed her written report and highlighted Directors University where 55 new public library directors attended the week long session. She thanked the Illinois State Library for their hospitality.

Brennan noted that effective July 1, RAILS LLSAP PrairieCat will be independent of RAILS. PrairieCat staff will become employees of PrairieCat. After July 1, PrairieCat will utilize RAILS financial services and reside in RAILS facilities. It is a major step towards sustainability. RAILS staff are preparing a comprehensive report on building needs which will be discussed at a future meeting.

7.4. Illinois State Library Report

Deputy Director Greg McCormick appreciated the opportunity to host the 2018 Directors University and looks forward to 2019. McCormick reported the State of Illinois has an approved budget. Funding remains level for libraries with no reductions. Additional funding to specific libraries through grant awards from various agencies or direct appropriations were also made. The Illinois State Library (ISL) will contact libraries directly. RAILS Board members will receive a list of libraries receiving additional funding. Review is under way of FY2019 Area and Per Capita grant. There remains a ten-month back log of bills to be paid, but the situation has improved. ISL staff will host international visitors in the coming months to learn more about Illinois libraries.

8. NEW BUSINESS

8.1. Membership Changes

Amanda Musacchio presented to the Board a recommendation to approve Seyfarth Shaw LLP for RAILS membership. Last March the organization voluntarily withdrew their membership but reconsidered membership benefits and reapplied.

Ms. Gregory moved to approve the recommendation as presented and request final approval from the State Library. Ms. Turner seconded the motion and the motion was unanimously approved.

8.2. RAILS Prevailing Wage Ordinance

Ms. Busenbark moved that Resolution 18-02 RAILS Prevailing Wage Ordinance be approved. Ms. Turner seconded and the motion unanimously approved.

8.3. Board Engagement Strategies

In FY2018, Ms. Brennan worked to build board member engagement by improving the orientation process. Mary Witt, RAILS Communications Director explained that RAILS has identified through a review of current practices, interviews with new board members, and surveys ways to build engagement.

Ms. Brennan highlighted areas of concern:

- Enforcing bylaw regarding attendance
- Traveling to board meeting sites
- Attending from videoconference sites or by phone

Hall reiterated board engagement strategies suggestions came from the board members.

Feedback from current and newly elected board members included:

- Rotate in-person board meeting locations
- Explore other web-based meeting/conference options
- Attach a member social event to the board meeting
- Pair newly elected board with an experienced board member
- Consider holding a board meeting on a different day

Board members were appreciative of the different options to attend board meetings. There was agreement that an in-person meeting once a year would be valuable.

Laura Turner left at 2:00 p.m.

Ms. Brennan and RAILS staff will continue to find solutions for building engagement. Board members should send comments or suggestions to Ms. Brennan.

9. UNFINISHED BUSINESS

9.1. System Membership Standards

Ms. Brennan spoke with Greg McCormick and came to an understanding about ISL concerns with system membership standards. Brennan gave an overview of system membership standards goals. She reiterated that most standards apply to all library types and that standards provide a pathway to excellence. Brennan requested the board move forward with releasing the standards for data collection for an accurate assessment of how libraries stand in relation to standards. After a discussion a motion was made.

Mr. Barry moved, and Ms. Runnels seconded, that

THE RAILS BOARD RELEASE THE PROPOSED SYSTEM MEMBERSHIP STANDARDS FOR DATA COLLECTION AND DIRECT RAILS STAFF TO WORK WITH THE STATE LIBRARY TO DETERMINE THE BEST WAY TO COLLECT ACCURATE AND COMPLETE DATA FROM ALL RAILS LIBRARIES TO DETERMINE WHERE LIBRARIES STAND ON THE STANDARDS, AND THAT THE BOARD AND STAFF

WILL REVIEW THE RESULTS OF THE DATA COLLECTION NO LATER THAN MAY OF 2019 TO DETERMINE WHAT ADDITIONAL CHANGES MAY NEED TO BE MADE.

A roll call vote was taken.

Ayes: Christine Barr, Dave Barry, Susan Busenbark, Judy Crocker, Gwen Gregory, Kate Hall, Paul Mills, Dee Runnels, Joseph Skibinski

Nays: None

9.2. RAILS Board meeting schedule for FY 2019

Mr. Barry moved for the approval of the FY2019 meeting schedule in draft form, to move forward with scheduling the July board meeting. Ms. Busenbark seconded and the motion was approved.

Final approval of the FY2019 board meeting calendar will be on the July Board agenda.

10. RAILS BOARD MEMBER REPORTS

Ms. Runnels shared Moline Public Library launched new calendar and room reservations software for scheduling library programs and reserving meeting rooms. The library's passport services is very popular and has provided a supplemental source of revenue. Ms. Crocker reported the Quincy Public Library is searching for a new director. She appreciated the opportunity to serve on the RAILS board. Mr. Mills stated the library is in its third summer of offering a summer school lunch program, serving 300 lunches per day. He announced his mother-in-law is retiring as director from the Arthur Public Library. Ms. Hall announced Northbrook's new makerspace opened with over 1,300 visitors. The makerspace is constantly in use by patrons of all ages. Mr. Skibinski shared the Oak Lawn Public Library has a tornado exhibit and a new exhibit from the Smithsonian on WWI.

11. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

Agenda items for July; swearing in of new board members, election of officers, committee appointment, board meeting calendar, board engagement, executive director goals.

12. ADJOURN

At 2:43 p.m., Ms. Hall declared the meeting adjourned.