

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

**Thursday, July 26, 2018** | 1:00 PM  
RAILS Burr Ridge | 125 Tower Drive  
Burr Ridge, IL 60557

**MINUTES**

1. WELCOME AND CALL TO ORDER

Laura Turner, RAILS Vice President called the meeting to order at the RAILS Burr Ridge Service Center at 1:00 p.m.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

Burr Ridge: Christine Barr, Sue Busenbark, Michael Campbell, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter-Reynolds, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner

Telephone: Dee Runnels

Absent: Dave Barry

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Jane Plass, Emily Fister, Wesley Smith, Mary Witt, Jim Kregor, Mark Hatch, Veronda Pitchford, Louise Svehla, Anne Slaughter, Dan Bostrom, Joe Filapek

East Peoria: Kendal Orrison

Illinois State Library: Debra Aggertt, Gwen Harrison

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA– Laura Turner

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

6. OATH OF OFFICE AND ELECTION OF OFFICERS – Laura Turner

6.1 Newly Elected Board Members

The newly elected board members: Michael Campbell, Liza Hickey, Jan Kasten, Paul Mills and Daisy Porter-Reynolds, stood and recited the oath of office and were sworn in as RAILS Board members. Ms. Turner welcomed them to the RAILS board.

6.2 Election of Officers

Ms. Brennan presented the slate of officers as suggested by the Nominating Committee. Ms. Turner opened the floor to other nominations. No other nominations were put forward.

Mr. Pointon moved for the approval of the slate of officers as presented. Ms. Gregory seconded and the motion was unanimously approved.

President: Laura Turner Technical Information Specialist, Caterpillar, Inc.

Vice President: Paul Mills, Director, Fountaindale Public Library

Secretary: Susan Busenbark, Trustee, Kewanee Public Library District

Treasurer: Nadia Sheikh, Trustee, Carol Stream Public Library

## 7. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES

### 7.1 RAILS Board Minutes of June 15, 2018 Regular Meeting

Mr. Mills moved for the approval of minutes of the June 15, 2018 RAILS board meeting. Ms. Simmons seconded and the motion was approved.

### 7.2 RAILS Financial Report - Jim Kregor

Mr. Kregor reviewed the financial report for June 2018 stating that the reports were not audited and the final reports will be presented at the September meeting. The June 30, 2018 unassigned General Fund (\$11.9 million) cash and investment balances would fund an estimated 12.3 months of operations. Total general fund revenues of \$10,176,451 through June were \$2,274,825 below budget, as RAILS' APC revenues of \$7,512,651 were \$2,366,459 below budget. These revenues consist of FY 2018 APC award payments of \$3,550,531 and the February 1 payment of \$3,962,120 pertaining to the FY 2017 APC grant. The timing of the payments due for the remaining \$6,328,579 of the FY 2018 APC Grant is uncertain. Total General Fund expenditures of \$11,301,062 through June were \$839,081 below budget, the largest portion from Personnel expenditures of \$535,555.

Ms. Simmons moved for the approval of RAILS June financial report. Ms. Porter-Reynolds seconded and the motion was approved.

### 7.3 Approval of Expenditures

Mr. Kregor presented the expenditures report for June 2018. He pointed out the credit card charges were a separate report included in the packet.

Mr. Pointon moved for the approval of the check voucher/register for June 2018 in the amount of \$802,885.95; Mr. Stagg seconded and roll call vote was taken:

Ayes: Christine Barr, Sue Busenbark, Michael Campbell, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter-Reynolds, Dee Runnels, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner

Nays: none

## 8. REPORTS

### 8.1 Report from the RAILS President

Ms. Turner thanked the board for voting her in as Board President and looks forward to a productive year.

### 8.2 RAILS Board Committee Reports-Committee Chairs

#### 8.2.1 Consortia Committee-Paul Mills

Mr. Mills reported that a consortia committee meeting was held on Monday, July 23. The committee discussed the resource sharing definition and vision, consortial migrations and consolidations and the consortial support grants. He said all the documents are available on the RAILS website. Ms. Slaughter gave an overview of the grant program and said that 30 RAILS libraries have received grants for LLSAP memberships. Ms. Plass said the early FY20 grant offering is due to the different fiscal year starts of the consortia. Mr. Mills invited all members to attend the SWAN's SWANstravaganza Annual Conference at

Moraine Valley Community College. He said there is a non-member fee, but many useful sessions applicable to all library staff.

#### 8.2.2 Executive Committee

There was no committee report.

#### 8.2.3 Policy Committee

There was no committee report.

#### 8.2.4 Resource Sharing Committee

Ms. Plass reported that the committee will meet on September 10.

### 8.3 RAILS Reports

#### 8.3.1 RAILS Monthly Report

Ms. Brennan presented her monthly Executive Director report.

##### 8.3.1a Status of RAILS Projects

Ms. Brennan gave an overview of RAILS projects such as rebranding of the RAILS logo, the strategic plan update and membership standards.

##### 8.3.1b Quarterly Consortial Report

Ms. Brennan reported the Quarterly Consortial Reports are prepared by the Consortia and consolidated for the board.

### 8.4 Illinois State Library Report

Ms. Aggertt sent greetings from Secretary of State Jesse White and ISL Deputy Director Greg McCormick. The State Library expects full funding of its FY19 budget at the FY18 levels. They received and approved the RAILS system area and per capita grant application. The state library is thrilled to be hosting the Association for Rural & Small Libraries conference in Springfield September 13-15 with 758 libraries representing all 50 states.

## 9. NEW BUSINESS

### 9.1 Committees and appointments

Ms. Turner reported that there are two vacancies on the Policy Committee, as well as a need for an OMA officer. Ms. Porter-Reynolds and Mr. Pointon volunteered to serve on the policy committee and Mr. Campbell the OMA officer. Ms. Brennan said committees are created through suggestions from staff or board members and the charge of the new committee would need approval from the board. It is likely that committees will be formed in the next year with the standards implementation, and possible working groups in the Resource Sharing committee.

### 9.2 Find More Illinois proposed fee structure

Ms. Plass said the pilot program is going well but participants agree that expansion of the program is needed. A fee structure needs to be in place prior to the expansion. The proposed fee structure incorporates an implementation fee that will be a pass-through to the vendor and will be a customized quote based on ILS, library type and sites of interlibrary loan.

An annual fee will be assessed based on annual collection expenditure of the library including print and electronic materials. The fee structure will be presented for approval at the August board meeting.

### 9.3 Sun Life Stock Transfer

Ms. Brennan reported that she was contacted by an attorney regarding stock that was originally gifted to the DuPage Library System, a predecessor system of RAILS in the name of a former director Pam Feather. Ms. Feather wanted to transfer the stock to RAILS. Our attorneys have advised against it and the resolution and assignment of rights reflects that action. There was some discussion about the option of accepting the stock.

Ms. Runnels moved that the discussion and approval be tabled to the August 2018 meeting until further clarification can be received on the stock ownership. Ms. Busenbark seconded the motion and a roll call vote was taken.

Aye: Sue Busenbark, Michael Campbell, Dee Runnels

No: Christine Barr, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter-Reynolds, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner

The motion was not approved.

Mr. Mills moved for approval of resolution 19-01 DECLINING OWNERSHIP OF STOCK AND AUTHORIZING EXECUTION OF ASSIGNMENT OF RIGHTS. Ms. Porter-Reynolds seconded and a roll call vote was taken:

Aye: Christine Barr, Sue Busenbark, Michael Campbell, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter-Reynolds, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner

No: Dee Runnels

The motion carried.

## 10. UNFINISHED BUSINESS

### 10.1 Board Engagement Strategies

Ms. Brennan discussed some strategies from feedback from the board members. All liked the buddy system for new board members and agreed to enforce the bylaw requirement for board members not to have more than two unexcused absences from meetings during the system fiscal year. To avoid an unexcused absence, simply just let staff know that you are not able to attend prior to the meeting.

### 10.2 RAILS Board meeting schedule for FY 2019

Mr. Pointon moved for the approval of the RAILS Board meeting schedule for FY 2019. Ms. Simmons seconded and the motion was unanimously approved. Some location suggestions were made for the May and June 2019 meetings. Staff will check on availability.

### 10.3 Executive Director goals

Ms. Brennan asked for any questions or changes to her list of goals for the upcoming fiscal year. Mr. Mills explained for incoming board members that the Executive Director's evaluation is done in May and June and the goals are developed in conjunction with the board input.

Mr. Pointon moved for approval of the Executive Director goals for FY2019. Ms. Sheikh seconded and the motion was unanimously approved.

## 11. BOARD DEVELOPMENT

### 11.1 ALA Report – RAILS staff

Ms. Plass reported on her attendance at the ebook summit at the American Library Association annual conference. More professional development is needed in the area of data analysis, and RAILS will be addressing as a possible CE subject. Ms. Plass is part of the Niso Fasten working group: National Information Standards Organization- Flexible API Standard for E-content. She heard great speakers Michelle Obama and Doris Kearns Goodwin talked about her book “Leadership In Turbulent Times” about presidential history. Ms. Brennan encouraged members to read about the ebook summit in the monthly report. The summit brought together 80 people from publishing, academic consortia, and ebook distributors to discuss ways of improving the e-book experience for library users. Ms. Brennan said ALA was the first organization to hold a national conference after Katrina hit New Orleans and the city and people are still thankful for the support. Ms. Slaughter attended a seminar on common barriers faced by women in library technology. Topics included overcoming imposter syndrome, promoting equity, diversity and inclusion, and advocating for yourself and touting your accomplishments.

Ms. Brennan presented the new RAILS logo which features a railroad track symbolizing RAILS, the importance of railroads in Illinois history and connections, and an infinity loop indicating constant change and movement. There is a color and black and white version.

Ms. Aggertt answered a question about the status of the Talking Book and Braille program. More Readers Advisors have been hired and materials are being sent to customers.

## 12. RAILS BOARD MEMBER REPORTS

Mr. Campbell said the Fox River Grove library will be closed for a month for renovations. It is the first renovation in 40 years of the building that was previously a bank.

Mr. Pointon said the White Oak library is increasing its author events and is holding an authorfest on Saturday October 13, featuring Sara Paretsky. They are holding a murder mystery fundraiser on August 18 with a Casino Royale theme. Ms. Gregory reported that the University of Illinois has acquired the John Marshall law school and looks forward to the libraries working together. Ms. Runnels said two Moline patrons, Lucy and Liz Lareau, attended ALA as authors of the graphic novel “It’s not Rocket Science-geeky fab 5” set in Normal Illinois. She suggests all libraries add it to their collection. Mr. Mills reported that the Fountindale Library will graduate their 3<sup>rd</sup> class Career Online high school, a wonderful program.

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

The next board meeting will be held on Friday, August 24 in East Peoria. Topics may include: committees, board buddy system, and the strategic plan. The gift policy will be part of a policy committee that will then go to the board for approval.

14. ADJOURN

The meeting was adjourned at 2:55 p.m.