

RAILS Special Board Meeting
Orientation Session
Burr Ridge Service Center
125 Tower Drive
Burr Ridge, IL 60527
July 26, 2018

MINUTES

1. CALL TO ORDER AND ROLL CALL

Laura Turner, RAILS Vice-President called the meeting to order at 9:30 a.m. and welcomed everyone. Jody Rubel, RAILS Administrative Assistant was designated minute taker.

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

2. WELCOME AND INTRODUCTIONS

Ms. Brennan reviewed the meeting agenda. Board members and guests introduced themselves and shared background information.

Guests: Deirdre Brennan, Samantha Daly, Emily Fister, Bill Goetz, Mark Hatch, Jeanne Johansen, Jim Kregor, Deborah Mitchener, Jane Plass, Veronda Pitchford, Jody Rubel, Anne Slaughter, Wesley Smith, Sharon Swanson, Mary Witt

3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS

Board members were thanked for serving on the RAILS Board and staff were acknowledged for organizing the board orientation session. Board members received an historical overview of library systems and RAILS' current service area. Ms. Brennan reviewed how RAILS is funded and highlighted programs and services offered.

4. EXPLANATION OF RAILS FINANCES

RAILS Director of Finance and Human Resources Jim Kregor highlighted key financial reports included in a meeting packet. He further explained system funding, the budget process, and grant application deadline.

Break 10:50 a.m. – 11:05 a.m.

5. RAILS BOARD MEMBER RESPONSIBILITIES

5.1. Review of Board Member Job Description

Board members were instructed to read and sign the member job description and complete Conflict of Interest form.

5.2. RAILS Board Meetings 101

It was explained board members may attend board meetings from a RAILS

videoconference site. Board members may submit a travel reimbursement form for travel to a board meeting.

5.3. Board Committees

Discussion deferred to regular board meeting. **RAILS Email Account**

5.3.1. Why a Separate Account is Needed

IT Manager Wesley Smith explained the importance in using the RAILS Board email address for RAILS business.

5.3.2. Importance of Checking Email Regularly and Responding Promptly

Members were reminded it is important to check RAILS email regularly and respond as requested.

5.3.3. Adhering to Open Meetings Act – Don't "Reply All"

To comply with Open Meetings Act, board was instructed to reply only to the sender.

5.3.3.1. Open Meetings Act Certification

New board members were instructed to complete the Open Meetings Act certification.

6. Q&A/OPEN DISCUSSION

6.1. Implementing Buddy System

The idea of implementing a buddy system, pairing new board members with experienced ones would be beneficial. The topic would be discussed further at the regular board meeting

6.2. Other

Members commented that there is value in attending meetings at different locations. Member networking events are usually scheduled prior to the meeting that allows for the members to meet the board.

7. ADJOURN

At 11:23 a.m., RAILS Board Vice-President Laura Turner adjourned the meeting.