

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, August 24, 2018 | 1:00 PM

East Peoria Service Center | 600 High Point Lane

East Peoria, IL 61611

Draft Minutes

1. WELCOME AND CALL TO ORDER

Ms. Laura Turner, RAILS Board President called the meeting to order at the RAILS East Peoria 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: Dave Barry

East Peoria: Sue Busenbark, Michael Campbell, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter-Reynolds, Thomas Stagg, Laura Turner

Monmouth College: Michelle Simmons

Telephone: Nadia Sheikh

Absent: Christine Barr, Dee Runnels

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Anne Slaughter, Bill Goetz

East Peoria: Deirdre Brennan, Jane Plass, Emily Fister, Wesley Smith, Mary Witt, Jim Kregor, Mark Hatch, Veronda Pitchford, Louise Svehla, Joe Filapek, Anne Behm, Erica Laughlin, Martha Troxell, Rhonda Bierman, Robert Morgan, Debra Aggertt, Gwen Harrison, Karen Egan, Courtney Young, Barbara Love, Elizabeth Wild, John Richmond, Randall Yelverton

Illinois State Library: Greg McCormick

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Ms. Porter-Reynolds moved for the adoption of the agenda, Mr. Kasten seconded and the motion was unanimously approved.

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

6.1 RAILS Board Minutes of July 26, 2018 Special Meeting

Mr. Pointon moved for the approval of minutes of the July 26, 2018 RAILS special board meeting. Mr. Stagg seconded and the motion was approved with one abstention.

6.2 RAILS Board Minutes of July 26, 2018 Regular Meeting

Mr. Mills moved for the approval of minutes of the July 26, 2018 RAILS board meeting. Mr. Campbell seconded and the motion was approved with one abstention.

6.2 RAILS Financial Report - Jim Kregor

Mr. Kregor reviewed the financial report for July 2018 stating that it marks the first month of the fiscal year. The July 31, 2018 unassigned General Fund (\$10.8 million) cash and investment balances would fund an estimated 11.1 months of operations. RAILS has been awarded, but has not received, \$6,328,580 of FY2018 Area and Per Capita Grant funds, which

would fund approximately 6.5 months of operations. Total general fund revenues of \$ 903,999 in July were \$736,261 below budget. Total General Fund expenditures of \$1,363,564 were \$146,123 below budget mostly due to delay of contractual expenditures related to delivery. Mr. Kregor said that the majority of investments are with WinTrust and Illinois Funds. RAILS is authorized to but not currently doing business with PMA Financial, the Private Bank and MB financial. RAILS has a no interest checking account that receives a break on fees. Mr. Mills moved for the approval of RAILS July financial report. Ms. Sheikh seconded and the motion was approved.

6.3 Approval of Expenditures July, 2018

Mr. Kregor presented the expenditures report for July 2018. He said the monthly amount is higher than usual due to an annual group purchase payment to EBSCO.

Mr. Campbell moved for the approval of the check voucher/register for July 2018 in the amount of \$1,703,442.31; Mr. Kasten seconded and roll call vote was taken:

Ayes: Dave Barry, 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

Nays: none

7. REPORTS

7.1 Report from the RAILS President

There was no report.

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Consortia Committee

There was no report.

7.2.2 Executive Committee

There was no report.

7.2.3 Policy Committee

Mr. Mills said the committee met and he will review their recommendations under new business.

7.2.4 Resource Sharing Committee

There was no report.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan thanked all who attended the Board orientation session and gave feedback for the day. She said there were some questions about committees and professional development which will be addressed later in the meeting. RAILS, IHLS and the State Library met with LASA (Laboratory for Applied Spatial Analysis) to discuss their analysis of the statewide delivery system. The team from LASA may present their process and findings at a RAILS board meeting.

7.3.2 Service of the Month Report-Trustee training

Ms. Brennan said that as part of our board engagement work, staff will be presenting service overviews at each board meeting. This is also in direct response to board requests to know and understand RAILS staff and their responsibilities. Mr. Filapek

reported that the need and request for trustee training has greatly increased in the last few years. RAILS has tried to meet these needs with the FOIA/OMA hotline, Short Takes for Trustees and the Trustee Academy. Ms. Svelha reported that RAILS works with other continuing education entities such as ATLAS and LACONI. The trustee training page of the RAILS website includes upcoming CE and training events as well as board related webinars that are always available. Ms. Aggertt thanked Joe and Louise for including the Illinois State Library as a resource and encouraged all to view the State Library Trustee page for publications and training information.

7.4 Illinois State Library Report

Mr. McCormick sent greetings from Secretary of State Jesse White. He reiterated the importance of trustee education stating that there are elections and vacancies issues that are not being addresses across the State. The Live & Learn Construction Grant applications are available and are due to the State Library by January 11, 2019. The School District Library Grant Application is online and the deadline is October 15, 2018. The ILLINET Interlibrary Loan (ILL) Traffic Survey is open and must be completed by March 31, 2019. The Association for Rural & Small Libraries conference will be held in Springfield September 13-15. The State Library will host a reception with 600 people and Librarian of Congress Carla Hayden is scheduled to attend.

8. NEW BUSINESS

8.1 Recommendations from Policy Committee

Fiscal Accountability Policy

Mr. Mills presented the Fiscal Accountability Policy with the changes proposed by the Policy Committee. The competitive quotes amount was changed per state law; talking book and braille services language was removed and wording was adding regarding donations. Under the donations section the wording was corrected to read "Determined to be in the best interest of the system." Mr. Pointon moved the Policy Committee recommendations for the Fiscal Accountability Policy be accepted as corrected. Mr. Campbell seconded and motioned was approved.

Meeting by Electronic Means Policy

Mr. Mills presented the Meeting by Electronic Means Policy with the changes proposed by the Policy Committee. Ms. Porter Reynolds moved to accept the Policy Committee recommended changes to the Meeting by Electronic Means Policy. Ms. Gregory seconded and motioned was approved.

9. UNFINISHED BUSINESS

9.1 Committees and appointments

Ms. Brennan talked about the evolution of the RAILS committees that have existed in the past. Committees can be established as needed through suggestions from staff, board members or RAILS members, keeping in mind the best use of board member and staff time. Ms. Porter Reynolds is replacing Ms. Gregory on the Resource Sharing Committee. RAILS staff will work on developing a committee to tackle the unserved per a suggestion by Ms. Turner. Ms. Brennan said there may be a need for standards oversight committee as well as a possible

opportunity for service on the Illinois State Library Advisory Council. Mr. Barry will serve as the at-large member of the Executive Committee.

Mr. Barry moved for the approval of the changes to the committees. Mr. Pointon seconded and motioned was approved.

9.2 Find More Illinois proposed fee structure

Ms. Plass presented the Find More Illinois proposed fee structure. There was some discussion about specialized collections being included in the count for materials; and the aspect of some libraries being lenders not borrowers. Mr. Barry moved for the approval of the Find More Illinois fee structure, with possible modifications and exceptions as needed. Mr. Campbell seconded and motioned was approved.

9.3 Strategic Plan update

Ms. Brennan presented the draft strategic plan based on the data and feedback collected from members over the last eight months. The draft includes staff recommendations of the best ways to achieve the goals and serve our members. The Annual Per Capita grant application to the State Library includes an action plan which is based on our strategic plan. The Plan will be presented at the September board meeting for approval.

10. BOARD DEVELOPMENT

10.1 Value of conference attendance

Ms. Brennan presented the list of conferences that RAILS staff members regularly attend, present programs or work the RAILS exhibit booth. Board members are encouraged to attend conferences as well. Any members interested in attending a conference and need RAILS financial assistance should contact Ms. Brennan.

11. RAILS BOARD MEMBER REPORTS

Ms. Hickey reported that two floors of the Peoria Public Library main branch will be closed for renovations from September 17-December 1. All the other Peoria branches will be open. Ms. Turner reported the Caterpillar Library is celebrating its 80th anniversary in November. Caterpillar will host a member meet up with RAILS in November. Mr. Pointon said the White Oak Library is very busy with 1000 attendees at the Comicon event in August and over 300 people at the murder mystery fundraiser for the Author Fest in October. The Author Fest will feature 50 authors including Sara Paretsky. White Oak Library will again try for a referendum to increase the operating tax rate. Mr. Mills reported on the Pinnacle Library consortia My Library Rewards Program where patrons earn points towards discounts at local businesses when checking out library materials.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

Approval of the Annual Report; approval of the Strategic Plan; unserved committee; discussion of board diversity.

13. ADJOURN

The meeting was adjourned at 2:44 p.m.