

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING****Friday, September 28, 2018 | 1:00 PM****Draft Minutes****1. WELCOME AND CALL TO ORDER**

Ms. Laura Turner, RAILS Board 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: Dave Barry, Christine Barr, Sue Busenbark, Michael Campbell, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Thomas Stagg, Laura Turner

Monmouth College: Michelle Simmons

Telephone: Dee Runnels

Absent: Gwen Gregory, Daisy Porter-Reynolds

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Burr Ridge: Deirdre Brennan, Jane Plass, Louise Svehla, Jim Kregor, Mark Hatch, Joe Filapek, Mary Witt, Ryan Hebel, Dan Berg, Zachary Schleicher, Joshua Pritsolas

East Peoria: Robert Morgan

Illinois State Library: Karen Egan, Gwen Harrison

**4. PUBLIC COMMENTS**

There were no public comments.

**5. ADOPTION OF THE AGENDA**

Mr. Pointon moved to amend the agenda so that the attendees from LASA- agenda item 8.4, and Sikich- agenda item 8.2, are moved to present after the approval of the expenditures. Mr. Barry seconded and the agenda changes were unanimously approved.

**6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES****6.1 RAILS Board Minutes of August 24, 2018 Regular Meeting**

Mr. Mills moved for the approval of minutes of the August 24, 2018 RAILS board meeting. Ms. Sheikh seconded and the motion was approved.

**6.2 RAILS Financial Report**

Mr. Kregor reviewed the financial report for August 2018 stating that it marks the second month of the fiscal year. The August 31, 2018 unassigned General Fund (\$10.4 million) cash and investment balances would fund an estimated 10.7 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. (Note: a check from the State was received during the meeting). Total General Fund expenditures of \$2,161,460 were \$205,385 below budget. Most (\$156,665) of the variance was due to lower Contractual Services expenditures due primarily to not yet awarding any LLSAP Membership Grants, which for FY 2019 were budgeted at \$615,000. Ms. Brennan said that RAILS is more cautious with cash flow and grant awards due to the delay of funds from the State. Mr. Barry asked if staff could generate a deficit report to show the month-to-month effect on the reserves due to the

delays. Mr. Campbell moved for the approval of the RAILS August financial report. Mr. Kasten seconded and the motion was approved.

### 6.3 Approval of Expenditures

Mr. Gregor presented the expenditures report for August 2018.

Mr. Pointon moved for the approval of the check voucher/register for August 2018 in the amount of \$816,448.58; Mr. Barry seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, Sue Busenbark, Michael Campbell, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner. Nays: none

## 7. REPORTS

### 7.1 Report from the RAILS President

Ms. Turner had 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

There was no report.

#### 7.2.4 Resource Sharing Committee

Ms. Plass reported that the Resource Sharing Committee met on September 10.

Representatives from the Network of Illinois Learning Resources in Community Colleges (NILRC) were present to discuss their service to the unserved. The committee approved changes to the resource sharing plan due to changes in the Illinois administrative code, which will be presented to the board for approval in October.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Ms. Brennan presented her report and invited all ILA conference attendees to the reception on Tuesday, October 9 at the Pere Marquette Hotel to talk about Find More Illinois, the event sponsored by Autographics. RAILS staff continues to address issues at member libraries and provides assistance at library board meetings.

#### 7.3.2 RAILS Service of the Month Report, Delivery Services

Mr. Hatch reviewed the delivery services provided by RAILS. He talked about the hybrid system of in-house and outsourced deliveries, 24 hour operations at the Bolingbrook location volume of materials and budget. Ms. Hickey commented the training videos that RAILS created are extremely helpful to library staff so that all can follow the same procedures for preparing materials for delivery.

### 7.4 Illinois State Library Report

Ms. Brennan reported that RAILS received a check for \$1.7 million during the meeting.

Ms. Egan reported the deadline for submitting the School District Library Grant Application is October 15, 2018, 350 of the 700 eligible schools completed the

application. The State Library is again sponsoring “Try-It! Illinois” which offers the staff and library users of ILLINET member libraries the opportunity to use and evaluate a wide variety of electronic resources. Thanks to the partnerships between the Illinois State Library and the participating electronic resource vendors, there is no charge for accessing these databases. Letters About Literature is a reading and writing contest for students in grades 4-12. Students are asked to read a book, poem or speech and write to the author (living or dead) about how the book affected them personally. Last year 2 of the 3 national winners were from Illinois. The State Library is sponsoring a one-day class for 25 participants Stand Up for Health: Health and Wellness Services for Your Community on November 19. It is 12 CEU credits and attendees will learn ways to provide health and wellness reference and outreach and programming.

## 8. NEW BUSINESS

### 8.1 RAILS Board diversity and representation

Ms. Brennan reported that Ms. Turner raised the issue of board representation at the last meeting and presented some election statistics and statute information for discussion. The board discussed the outcomes of elections and recruitment and raised questions about what RAILS provides for special, academic and school libraries versus public libraries. School libraries have the added challenge of getting substitute teachers in order to attend, meetings, conferences or other events. The conversation and topics will remain open for discussion at the next board meeting.

### 8.2 Annual Audit FY2018

Mr. Dan Berg from Sikich presented the drafts for the annual audit for FY2018 as well as the single audit report and management letter. He reviewed the management letter to the Board of Directors that summarizes the audit and stressed the “clean” or “unmodified” audit rating in the opinion section, which is the highest rating possible. RAILS had no adjustment to journal entries, which is a rarity in government accounting, and the firm has no recommendations for improvements. Mr. Berg gave kudos to Jim Kregor, Bill Goetz and Sharon Swanson, the finance team at RAILS for their assistance and professionalism. He explained the Single Audit Report is required because the money RAILS receives from the State is actually money that is coming from federal funds.

Mr. Kasten moved for the acceptance of the FY2018 audit; Ms. Sheikh seconded and roll call vote was taken:

Ayes: Dave Barry, Christine Barr, Sue Busenbark, Michael Campbell, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner, Dee Runnels. Nays: none

### 8.3 Annual Report

Ms. Brennan presented the FY2018 annual report that is due to the Illinois State Library by September 30. Mr. Pointon moved the approval of the FY2018 annual report and its submittal to the State Library. Ms. Barr seconded and a roll call vote was taken:

Ayes: Dave Barry, Christine Barr, Sue Busenbark, Michael Campbell, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner, Dee Runnels. Nays: none

#### 8.4 Report from the Laboratory for Applied Spatial Analysis

Mr. Zachary Schleicher and Mr. Joshua Pritsolas from the Laboratory for Applied Spatial Analysis (LASA) part of the Southern Illinois University Edwardsville, SIUE, were in attendance to present their report on the RAILS delivery system. Ms. Brennan reported that RAILS commissioned the lab to study the current system and suggest improvements for efficiency, due to the huge portion of RAILS budget that goes towards delivery costs. The project was in three phases: Phase 1: Creation of Spatial Database; Phase 2: Creation of Current Routes Digitally; and Phase 3: Answering What-If Questions. The presentation and discussion included scenarios of moving hubs, different ratios of insourcing and outsourcing, and routing without LLSAP boundaries.

#### 8.5 Disposal of Surplus Inventory

Mr. Hatch presented the list of vehicles that are no longer viable for use in the RAILS fleet. Mr. Stagg moved for the approval of the disposal of surplus inventory as presented. Ms. Sheikh seconded and the motion was unanimously approved.

### 9. UNFINISHED BUSINESS

#### 9.1 Strategic Plan

Ms. Brennan presented the RAILS Strategic Plan. She said only a few editorial changes have been made since it was presented at the last meeting. Mr. Kasten moved the approval of the RAILS Strategic Plan. Ms. Hickey seconded and the motion was unanimously approved.

#### 9.2 Board committees, task forces and engagement

Ms. Brennan presented the draft revision to the board job description as well as draft charges for potential board advocacy committee and board unserved committee. She says the board can decide if these are strictly board committees or open to members. She said although the board job description states that members must serve on committees, other ways to be engaged are attending member meet ups, member updates, as well as conferences such as ILA. Mr. Kasten reported that he attended a member meet up at the Green Hills public library and member engagement manager Dan Bostrom did a great job explaining how RAILS can help its members. Mr. Pointon said any issues raised by a RAILS advocacy committee could be brought to the ILA Advocacy committee as well. The discussion on Board committees, task forces and engagement will continue at the October board meeting.

### 10. RAILS BOARD MEMBER REPORTS

Mr. Kasten reported that the Vernon Area library will sponsor a TedX day on September 30. Mr. Campbell said invitations will go to the RAILS board and staff for the grand reopening of the Fox River Grove Library on Friday October 19. Mr. Stagg attended the Rural Directors meeting consisting of libraries west of I-80 and much of the discussion was focused on Find More Illinois. Ms. Plass said three RSA members have signed up for FMI, Alpha Park, Kewanee and Illinois Prairie. Ms. Busenbark reported that the Kewanee Public Library will present "A Night in Paris- music at the Carnegie" on October 27. Mr. Pointon reported the White Oak Library is having an Author Fest on October 13. The Author Fest will feature 50 authors including Sara Paretsky.

Mr. Barry said the Bartlett library sponsored the Lions Club hearing bus and 47 people took advantage of the free service. Contact him for more information. Ms. Turner reported the Caterpillar library is participating in manufacturing day and how it relates to libraries. Ms. Runnels said the Moline library has two celebrity authors, Lucy and Liz Lareau, who will do a book signing at the library. Their series is a graphic novel "It's not Rocket Science-geeky fab 5" set in Normal Illinois. Ms. Barr said the books are very popular at the Geneva school libraries.

11. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next RAILS board meeting will be held at our Coal Valley location. We will have the Resource Sharing committee report, new board committees and board engagement as topics on the agenda.

12. ADJOURN

The meeting was adjourned at 3:22 p.m.