

## REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

RAILS Coal Valley Service Center | 220 W. 23rd Avenue

Coal Valley, IL 61240

Friday, October 26, 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:

Coal Valley: Dave Barry, Sue Busenbark, Michael Campbell, Gwen Gregory, Liza Hickey, Jay Kasten, Paul Mills, Scott Pointon, Daisy Porter Reynolds, Dee Runnels, Michelle Simmons, Thomas Stagg, Laura Turner

Telephone: Christine Barr, Nadia Sheikh

#### 3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Coal Valley: Deirdre Brennan, Jane Plass, Jim Kregor, Joe Filapek, Veronda Pitchford, Wesley Smith, Dan Bostrom, and Emily Fister

East Peoria: Robert Morgan

Illinois State Library: Karen Egan, Pat Burg, Greg McCormick, Debra Aggertt

#### 4. PUBLIC COMMENTS

There were no public comments.

#### 5. ADOPTION OF THE AGENDA

Mr. Pointon moved for the approval of the agenda. Mr. Barry seconded and the agenda was unanimously approved.

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

##### 6.1 RAILS Board Minutes of September 28, 2018 Regular Meeting

Mr. Mills moved for the approval of minutes of the September 28, 2018 RAILS board meeting. Ms. Sheikh seconded and the motion was approved.

##### 6.2 RAILS Financial Report

Ms. Brennan reported that she along with some RAILS board members attended a parliamentary procedure session at the annual ILA conference. Nancy Sylvester, parliamentarian, said that the monthly financial report should not be approved or accepted as it is not audited. The board approves the financial reports when they approve the annual audit. The expenses will be approved as we have done in the past. Mr. Kregor reviewed the financial report for September 2018. The September 30, 2018 unassigned General Fund (\$10.9 million) cash and investment balances would fund an estimated 11.2 months of operations. The remaining amount of the FY2018 Area and Per Capita Grant funds owed (\$5,256,080) would fund approximately 5.4 months of operations. Total General Fund expenditures of \$2,880,598 were \$392,341 below budget. Most (\$213,946) of the variance was due to a lag in receiving and processing delivery related contractual expenditures, and to not yet awarding any LLSAP Membership Grants. LLSAP Membership Grants in the amount of \$187,000 will be

awarded next month. There was some discussion about raises versus bonuses and how different libraries deal with the cost of retaining quality employees.

### 6.3 Approval of Expenditures

Mr. Kregor presented the expenditures report for September 2018. Mr. Pointon moved for the approval of the check voucher/register for September 2018 in the amount of \$819,298.01; Ms. Porter-Reynolds seconded and roll call vote was taken:

Ayes: Christine Barr, Dave Barry, 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

## 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

Mr. Mills reported that the committee met on October 15 and members were pleased with the number of applications for LLSAP grants. The process was very clear and the formula equitable. The committee discussed IPLAR data about library circulation. Ms. Brennan reported that the expanded definition of LLSAP provided funding to 368 public libraries within RAILS.

#### 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 plan will be presented to the board for approval under new business.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Ms. Brennan presented her report and talked about the success of the ILA conference and the RAILS booth and participation of staff and board members. There was discussion on library funding and advocacy; the importance of school libraries and how they are underfunded, understaffed or staffed with only volunteers. Problems are compounded with students not being taught basic library skills and little collaboration between school libraries and teachers. Increased funding for schools is not necessarily the answer since funding levels within the district or school is often arbitrarily decided by principals or superintendents and does not go to libraries.

#### 7.3.2 Service of the Month

Mr. Kregor reviewed his report on the internal controls utilized by the finance department. He emphasized the separation of duties, the lack of access to cash, RAILS accounts and the second review of all transactions.

### 7.3.3 Report on effects of delay of APC grant funds on RAILS reserve funds

Mr. Barry asked for this report at the September board meeting. Mr. Kregor reviewed the report. Ms. Brennan reviewed the history of the decision of the RAILS past board members to keep services for RAILS members and the need to use financial reserves. She said there were many discussions during the grant payment and state budget shortfall. Decisions were made to not replace or consolidate some staff positions. From fiscal year 2016 through the first three months of fiscal year 2019, the General Fund balance has declined \$11,694,123 and the Capital Projects fund \$1,356,489, resulting in a total Governmental Funds decline of \$13,050,612. RAILS cash balances during this period were \$27,064,759 as of June 30, 2015 and \$13,707,949 as of September 30, 2018, a decrease of \$13,356,810. The permanent effect of the State budget and payment situation is approximately \$8 million, due to the reduction of the APC awards in fiscal years 2016 and 2017, and the impacts of RAILS temporarily funding its operations because of slow payments from the State is approximately \$5 million.

### 7.4 Illinois State Library Report

Mr. McCormick reported that ISL staff are busy reviewing the System annual reports and will offer feedback soon. The Public Library Per Capita Grants are due on January 15 as are the Live and Learn Construction Grants. Representatives from 27 libraries attended the grant meeting hosted by the Illinois State Library. The recipient list of the School library grants will be released soon. Legislation has been passed that includes a provision that schools must have libraries in each building by 2027.

## 8. NEW BUSINESS

### 8.1 Resource Sharing Plan

Ms. Pitchford presented the Resource sharing plan which was adopted by the resource sharing committee. The original plan was drafted by the RAILS Members Advisory Group in 2012 and updated according to changes in the administrative code. A few changes include the System determines the definition of a library card, and the requirement of the completion for the ILLINET interlibrary loan survey in conjunction with certification. The goal of the plan is to support our members to the full capacity of resource sharing. The plan must be submitted to the State Library for approval.

Mr. Barry moved for the approval of the RAILS Resource Sharing Plan. Ms. Porter Reynolds seconded and the motion was unanimously approved.

### 8.2 Disposal of Surplus Inventory

Ms. Plass presented the report on a vehicle that is deemed unsafe for use. Mr. Kasten moved for the approval of the disposal of the listed vehicle. Mr. Campbell seconded and the motion was approved.

### 8.3 Membership Change

Ms. Pitchford presented the recommendation for membership for the South Southland College Prep Charter High School in Richton Park. She conducted a site visit to the school and was impressed with their goals of 100% graduation rate as well as 100% college acceptance rate.

Ms. Simmons moved to approve the recommendation as presented and request final approval from the Illinois State Library. Mr. Pointon seconded and the motion was unanimously approved.

## 9. UNFINISHED BUSINESS

### 9.1 RAILS Board diversity and representation

Ms. Brennan reviewed her memo. Some of the items discussed:

- Increase awareness to all members about different types of libraries
- Look into diversity of Illinois and RAILS population as compared to diversity on board
- Systemic problem: if most board topics are centered around public libraries is that why public libraries are more involved?
- Public libraries created the systems
- Increase segments of membership
- Recruiting library board members of diversity
- Trustees oversee funding as elected officials
- Larger library participation
- If based on population RAILS board would consist of: 5 public, 6 school, 2 special, 2 academic
- Similar values on serving the patrons
- Hosting meetings at non-public locations
- Work with ILA on diversity

The board agreed there was more work to do on the subject. The board development portion of the board meeting will be focused on the differences of the library types and LLSAPS and what makes them unique.

### 9.2 Board committees, task forces and engagement

Ms. Brennan reviewed her memos. She added some language to the advocacy charge based on discussion and suggestions at the September meeting.

Mr. Mills moved to approve the charges for and create the Universal Service committee and the Advocacy committee. Mr. Stagg seconded and the motion was approved.

Volunteers for the Universal Service committee: Dee Runnels, Dave Barry, Sue Busenbark  
Volunteers for the advocacy committee: Michael Campbell, Gwen Gregory, Liza Hickey, Tom Stagg, Laura Turner

### 9.3 Update on system membership standards data collection

Ms. Brennan reported the beta test for the standards data collection will go out next week. When the beta test is finished, we will send to all members to be completed by March 31. The format will be web-based and include only the core standards with the understanding that the information is needed to ensure the standards are fair and appropriate for all members. The State Library will send an email to all members that they must comply with the data collection.

## 10. BOARD DEVELOPMENT

### 10.1 RAILS Special Libraries

Ms. Turner and Mr. Bostrom reviewed the information regarding special libraries. Most special libraries are concentrated geographically in the Chicago area. Special libraries have smaller audiences, but more expansive needs that require the latest data and specialized materials. There are also special groups within special libraries category such as, health sciences and law libraries. RAILS is trying to do more with special libraries but do not need to replicate the Special Libraries Association efforts. There is a Special libraries networking event being held at Caterpillar on November 15 and will include a tour of the 3D printing lab and the engineering library.

## 11. RAILS BOARD MEMBER REPORTS

Ms. Runnels announced that an original oil painting by Norman Rockwell is scheduled to be on display for the next two Saturdays at the Moline Public Library. Other featured artists are Jeffery O'Boyle and Rose Frantzen. Ms. Gregory announced that CARLI will be involved in a migration as they switch from the Voyager to the Alma platform. Mr. Stagg said the Alpha Park Library received a Project Next Generation grant for establishing an after school program that includes hiring mentors. Ms. Hickey reported that the Peoria Public Library will be featured in the American Libraries Dewey Decibel podcast for the reported hauntings of the library. Interviews are mostly with maintenance personnel since they are often alone at the library. Ms. Busenbark announced tickets are on sale for Music at the Carnegie to held on Saturday, October 28. Ms. Brennan offered congratulations to Veronda Pitchford and thanked her for her many contributions to RAILS.

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

The next board meeting will be held Friday, November 16<sup>th</sup> at Burr Ridge and other locations, a week earlier due to Thanksgiving. The agenda will include review of closed session minutes, and a report on school libraries.

## 13. ADJOURN

The meeting was adjourned at 2:58 p.m.