

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, January 18, 2019

**Draft minutes****1. WELCOME AND INTRODUCTIONS**

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: Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon,

East Peoria: Liza Hickey, Laura Turner, Thomas Stagg

Monmouth College: Michelle Simmons

Phone: Sue Busenbark, Dee Runnels, Nadia Sheikh

Absent: Christine Barr, Dave Barry, Daisy Porter-Reynolds

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Burr Ridge: Deirdre Brennan, Jane Plass, Jim Kregor, Joe Filapek, Mark Hatch, Anne Slaughter, Ryan Hebel, Dan Bostrom, Richard Kong and Emily Fister

East Peoria: Kendal Orrison

Illinois State Library: Gwen Harrison

Monmouth College: Sarah Henderson

**4. PUBLIC COMMENTS**

There were no public comments.

**5. ADOPTION OF THE AGENDA**

Mr. Kasten moved to amend the agenda to move item 10 Board development after the approval of expenditures to allow for Richard Kong to make his presentation. Mr. Mills seconded and the motion was approved.

**6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES****6.1 RAILS Board Minutes of November 16, 2018 Regular Meeting**

Mr. Pointon moved for the approval of minutes of the November 16, 2018 RAILS board meeting. Mr. Kasten seconded and the motion was approved.

**6.2 RAILS Financial Report - Jim Kregor**

Mr. Kregor reviewed the financial report for November/December 2018. The December 31, 2018 unassigned General Fund (\$12.6 million) cash and investment balances would fund an estimated 13.0 months of operations. Cash and investment balances increased \$2.6 million from the October 31 balance as RAILS received two Area and Per Capita (APC) Grant payments - \$2,145,000 in November, pertaining to the FY2018 APC award, and \$1,763,444.79, pertaining to the FY2019 APC award. Our IMRF pension account is 112% funded and we pay the lowest possible the employer rate contribution of \$.019%.

Total General Fund expenditures of \$5,877,864 were \$437,957 below budget the largest being Personnel (\$133,385), due to deferred hiring and staff vacancies.

### 6.3 Approval of Expenditures – November-December, 2018 – Jim Kregor

Mr. Kregor presented the expenditures report for November and December 2018. Mr. Kasten moved for the approval of the check voucher/register for November 2018 in the amount of \$951,849.51 and the check voucher/register for December 2018 in the amount of \$746,794.49. Mr. Campbell seconded and roll call vote was taken: Ayes: Sue Busenbark, Michael Campbell, Gwen Gregory, 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 - Paul Mills

Mr. Mills reported that committee met on Monday, January 14. The committee discussed consortia strategic plans and the Cataloging Maintenance Center (CMC) and the services it offers. They were introduced to Nincy George the new Catalog Services Coordinator.

#### 7.2.2 Executive Committee - Laura Turner

There was no report.

#### 7.2.3 Policy Committee - Paul Mills

There was no report.

#### 7.2.4 Resource Sharing Committee - Jane Plass

Ms. Plass reported the meeting scheduled for December was canceled. The next meeting is in March.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Ms. Brennan reported the content strategy marketing firm Imagination has created a short video “Dreams Take Flight”, set to premier on January 31 at 6 pm at the Gail Borden Public Library District in Elgin. All are welcome to attend and it will also be shown at some of the legislative meetups. She encouraged board members to attend the Legislative meetups. She suggested that the meeting rooms at RAILS Burr Ridge office be named, so any suggestions are welcome. Ms. Brennan attended the Association of School Library Educators (AISLE) board meeting last Saturday to improve connections with school libraries. RAILS will be helping them advocate for school libraries and communicating about the issues they face.

#### 7.3.2 Service of the Month Report

Ms. Plass reported on the annual certification process which is a requirement as part of the Administrative Code for all system members. Part of the process includes completing the Interlibrary Loan Traffic Survey which is the statistical report on interlibrary loan. Any members that fail to certify will be presented at the April board meeting.

### 7.4 Illinois State Library Report- ISL Staff

Ms. Harrison thanked the certification team for their work.

## 8. NEW BUSINESS

### 8.1 Helping Libraries Tell Their Stories Campaign

Ms. Brennan reported the Communications Team will be working on Helping RAILS Libraries Tell Their Stories/Prove Their Value Campaign. She outlined some of the components in the report and asked for the board members assistance to promote the campaign and to encourage member involvement.

### 8.2 Appointment of Nominating Committee

Ms. Brennan reported the Nominating committee is being formed. The board member seats up for election this year are Sue Busenbark, Scott Pointon and Michelle Simmons who are all eligible for re-election. Laura Turner has served two terms and she along with Daisy Porter-Reynolds, who was filling one year of a resigned board members' three year term, cannot run again.

## 9. UNFINISHED BUSINESS

### 9.1 Staffing changes and revised organization chart

Ms. Brennan reported staff recommends a minimum wage increase for delivery staff. This is a measure to assist us in recruiting and retaining exceptional team members which has been difficult in the past.

There are changes to organizational structure as outlined in the memo. A Library Resources and Programs Manager will replace the director position of Membership and Resource Sharing and some of the duties of that position have been shifted to our Consulting and Continuing Education department. To support this, we have added a Consulting and Continuing Education Specialist position to the existing one, so that there are now two. We have added a Data Coordinator and Research Analyst to oversee our data collection and develop analyses to assist us in service delivery and evaluation.

Mr. Mills moved for the approval of revised compensation schedule and new organization chart as presented. Mr. Kasten seconded and the motion was unanimously approved.

### 9.2 Universal service committee next steps and history of the unserved

Ms. Brennan gave some background regarding universal service. Carol Medal from the Gail Borden Library in Elgin, Larissa Good from the Warren County library (who along with Michelle Simmons has been proactive on the subject) and Lynn Stainbrook from Rockford have agreed to serve on the committee well. This is not solely a public library issue so will invite some community college representation as well. Meetings will be held quarterly or more often as determined by the committee members. Gwen Harrison asked to be a member of the committee as well. Dave Barry, Dee Runnels and Sue Busenbark are the board members who have expressed interest in this committee. There was further discussion of the makeup of the committee as well as the community colleges and their role.

### 9.3 Advocacy committee next steps

Ms. Brennan reported that there are many opportunities for advocacy. The ILA Public Policy Committee and ILA Advocacy committees meet monthly and all board members are welcome to attend. There is also the ILA Trustee Forum, AISLE for school libraries and IACRL for

academic libraries. Staff will forward information regarding the next ILA PPC and Advocacy meetings.

#### 9.4 Strategic plan revision and report

An objective related to universal service was omitted from the plan. A progress report is also added which has an impact column for each

Mr. Pointon moved for the approval of the changes to the Strategic Plan. Ms. Gregory seconded and the motion was approved.

### 10. BOARD DEVELOPMENT-

#### 10.1 Equity, diversity and inclusion and RAILS

Mr. Richard Kong, Executive Director of Skokie Public Library, discussed their Equity, Diversity and Inclusion committee. Conversations started three years ago in relation to implicit bias, identity and racism. They started with internal reflection and defined key terms such as implicit bias, which is an unconscious and automatic prejudice that operates below conscious awareness and without intentional control. Mandatory training helped establish a common frame of reference and vocabulary. They continue training and offer monthly seminars facilitated by a consultant to keep the dialog going. The EDI concepts have influenced programs, HR practices, collections, and engaged community partners. All have a better understanding of how to meet the needs of the community especially those traditionally underserved. There is a national program, SEED: Seeking Education Equity and Diversity which is a 10 month program traditionally for schools and faculty members. Skokie library is using it for a three groups of 30 people including library staff, community partners, and residents, who meet monthly. They have also had training for their board. To measure the progress, they have done surveys with the staff and all agreed that their competencies, skills and confidence levels have increased their engagement in these topics. Religion, age, education level, sexual orientation and income levels are all examples of types of diversity. RAILS can take lead and be a resource for member libraries to get conversations started in their communities. Ms. Turner gave an example at her library when they thought they were doing a great service by expanding their ebook collections. However, their colleagues in some countries needed the actual physical materials due to the fact that electricity was not dependable especially when working from home.

### 11. RAILS BOARD MEMBER REPORTS

Mr. Pointon reported that the White Oak library district has started a school success initiative an idea from an ALA presentation. Children who are registered in three local elementary schools in the fall 2019 will automatically receive a library card.

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

The next RAILS board meeting will be held Friday February 22 in Burr Ridge. The board discussed holding the March 22 board meeting in Burr Ridge and the April 26 meeting in East Peoria. If there are no objections, a vote to change the schedule will be requested at the February board meeting. The February agenda will include, appointment of the nominating committee, a strategic plan progress report and library stories campaign plan update.

### 13. ADJOURN

The meeting was adjourned at 2:47 p.m.