

RAILS Special Board Meeting/Orientation Session  
July 26, 2019

MINUTES

1. CALL TO ORDER AND ROLL CALL

Tom Stagg, RAILS board member called the meeting to order at 9:00 a.m. at the RAILS Burr Ridge service center and welcomed everyone. Stacy Palmisano, RAILS Administrative Assistant called the roll:

*Present:* Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Dianne Hollister, Sarah McHone-Chase, Thomas Stagg

*Absent:* Dave Barry, Susan Busenbark, Michael Campbell, Jay Kasten, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh

2. WELCOME AND INTRODUCTIONS

Ms. Brennan welcomed everyone to the orientation and thanked the board members for their commitment. Incoming board members introduced themselves and shared background information. Board members and guest introduced themselves.

*Guests:* Anna Behm, Dan Bostrom, Deirdre Brennan, Joe Filapek, Emily Fister, Karen Goyer, Grant Halter, Mark Hatch, Leila Heath, Jim Kregor, Deborah Mitchener, Stacy Palmisano, Jane Plass, Jody Rubel, Anne Slaughter, Wesley Smith, Sharon Swanson, Mary Witt

3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS POWERPOINT

Ms. Brennan gave a historical overview of library systems and RAILS' service area. Board committees were introduced as well as an overview of all of the RAILS locations. Ms. Brennan reviewed how RAILS is funded and noted that membership is free with fees for some additional services like eRead.

Mr. Kregor, Director of Finance and Human Resources, highlighted RAILS finances and budget process. He gave an overview of the investment income and the major revenue categories of RAILS and the yearly operational plan.

Ms. Brennan talked about the financial history of RAILS and an overview of the strategic plan of 2018-2022 and that it was developed from extensive input from RAILS membership.

Ms. Slaughter, Director of Technology Services, discussed the six catalog consortia (LLSAP) and discussed RAILS support of the consortia through funding.

Ms. Plass, Associate Executive Director, gave an overview of Find More Illinois, eRead Illinois and BiblioBoard. She also reviewed discounts and group purchases that RAILS provides its members.

Ms. Brennan discussed the SimplyE app and testing by the Pinnacle Consortium. An overview of RAILS' new online cultural pass program called Explore More Illinois and its initial success was also reviewed.

Mr. Hatch, Delivery and Facilities Director, gave an overview of the delivery services at RAILS and the variety of ways that RAILS handles deliveries. He also reviewed some of the ways routes are continually looked at to ensure financial savings.

Mr. Bostrom, Membership Engagement Manager, discussed the numerous networking events and opportunities for sharing between members that RAILS provides.

Ms. Witt, Communications Director, introduced the “My Library Is...” campaign and discussed the introduction of the campaign website. She previewed the upcoming RAILS video that will address the topic of why libraries are still relevant in spite of the internet.

Mr. Filapek, Director of Consulting and Continuing Education, provided an overview of the continuing education that RAILS offers its members and grants that are available to fund continuing education programs. He discussed Directors University, the Elevate Conference, Trustee Academy and the FOIA/OMA hotline.

4. DEMO OF RAILS BOARD PORTAL

The demonstration of the board portal was postponed until the board meeting.

5. RAILS BOARD MEETINGS 101

Ms. Brennan and Ms. Fister reviewed the locations and travel information for attendance at board meetings. Board members can attend remotely at the videoconference locations as well as via personal computer/video, zoom or conference call. Attendees should be aware that microphones pick up extraneous sounds such as whispered conversations and paper rustling. All travel expenses will be reimbursed by RAILS. Ms. Fister will email the form to all board members.

6. EMAIL ACCOUNTS FOR RAILS BOARD MEMBERS

Ms. Fister stated that all the new board members have received and used their new RAILS email accounts. All correspondence to and from RAILS board members are subject to Freedom of Information Act (FOIA) requests. Due to FOIA we ask that board members only use their RAILS email address for all RAILS correspondence. To avoid violations of the Open Meetings Act (OMA), members were instructed to never use the “reply all” option, but in general to just reply to the sender. Ms. Brennan stressed the importance of responding to emails about if and where board members are attending the meetings. All board members are required by law, as an elected or appointed member of a public body, to complete the Open Meetings Act electronic training within 90 days (by October 1) of taking office as a RAILS board member. The certificates should be forwarded to Ms. Fister.

7. OPEN DISCUSSION

The members will discuss the “buddy system” at the board meeting.

8. ADJOURNMENT

The meeting was adjourned at 11:33 a.m.