

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING
Friday, September 28, 2018**

Minutes

1. WELCOME AND CALL TO ORDER

Mr. Paul Mills, RAILS Board President called the meeting to order at the RAILS Coal Valley 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: Jay Kasten

Coal Valley: Sue Busenbark, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory Dianne Hollister, Sarah McHone-Chase, Paul Mills, Scott Pointon, Dee Runnels, Thomas Stagg
Carol Stream Public Library: Nadia Sheikh

Absent: Dave Barry, Jenna Nemec-Loise

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Anne Slaughter, Diana Rusch, Dan Berg, Julie Tappendorf,

Coal Valley: Deirdre Brennan, Jane Plass, Jim Kregor, Joe Filapek, Dan Bostrom, Ryan Hebel, Stacy Palmisano, Sharon Swanson, Emily Fister

East Peoria: Kendal Orrison, Robert Morgan, Anna Hudson

Illinois State Library: Greg McCormick, Gwen Harrison

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Ms. Cox moved to amend the agenda so that the speaker Julie Tappendorf could do her presentation for agenda item 9.1 board development, upon her arrival. Ms. McHone-Chase 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 23, 2019 Regular Meeting

Mr. Pointon moved for the approval of minutes of the August 23, 2019 RAILS board meeting. Mr. Campbell seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial report for August 2019 stating that it marks the second month of the fiscal year. The August 31, 2019 unassigned General Fund (\$14.8 million) cash and investment balances would fund an estimated 15.7 months of operations. RAILS has been awarded, and soon expects to receive \$1.5 million of Area and Per Capita Grant funds. Total General Fund expenditures of \$2,232,096 were \$250,600 below budget. Most (\$127,143) of the variance was due to lower Contractual Services as expenditures for Catalog membership grants and delivery contractual services have not yet been incurred.

6.3 Approval of Expenditures

Mr. Kregor presented the expenditures report for August 2019.

Ms. Cox moved for the approval of the check voucher/register for August 2019 in the amount of \$751,165.96; Ms. Gomez-Beloz seconded and roll call vote was taken:

Ayes: Sue Busenbark, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Dianne Hollister, Jay Kasten, Sarah McHone-Chase, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Thomas Stagg

Nays: none

7. REPORTS

7.1 Report from the RAILS President

Mr. Mills had no report.

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Advocacy Committee

Mr. Campbell reported the committee met on September 25 and discussed strategic focus on the following issues: academic libraries, diversity, the importance of the census, school libraries and minimum wage.

7.2.2 Consortia Committee

There was no report.

7.2.3 Executive Committee

There was no report.

7.2.4 Policy Committee

There was no report.

7.2.5 Resource Sharing Committee

Ms. Plass reported that the committee met on September 9 and have some recommended changes to the committee charge. They discussed FY20 goals regarding marketing and education regarding resource sharing such as identifying decision makers especially for school libraries and developing a letter template to protest the MacMillan embargo on purchase of new e-books. The template has been created and will be available to members in the next RAILS e-newsletter.

7.2.6 Universal Service Committee

There was no report.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan presented her report and said the staff especially Jim Kregor, Jane Plass and Karen Goyer had been working very hard to get the census grant that was submitted to the Illinois Department of Human Services. We expect to hear by October 4th on funding for the grant. Laboratory of Applied Spatial Analysis (LASA) has completed phase II of the statewide delivery study. Their focus has been on the best locations for the delivery hubs using geospatial analysis. RAILS is starting another study with Greg Pronevitz, a three-phase approach to the issues of outsourcing, evaluation of current services and automation.

7.4 Illinois State Library Report

Mr. McCormick reported the State Library recently mailed packets to all public libraries with census information. The public library APC grant applications are live on the ISL website and due to the State Library by January 15. He said a payment to RAILS of 1.5 million dollars will be issued by Monday or Tuesday of next week.

8. NEW BUSINESS

8.1 Annual Audit FY2019

Mr. Dan Berg from Sikich presented the drafts for the annual audit for FY2019 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. The IMRF fund was an asset last year but now a liability due to the lack of investment earnings. Ms. McHone-Chase moved for the acceptance of the FY2019 audit; Mr. Pointon seconded and roll call vote was taken:

Ayes: Sue Busenbark, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Dianne Hollister, Jay Kasten, Sarah McHone-Chase, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Thomas Stagg

Nays: none

8.2 Membership Changes

Mr. Bostrom presented the new member reports for the Jacksonville Correctional Center, Central Stickney SD 110, Peru SD 124, and CCSD 168 in Sauk Village. Mr. Campbell moved that the board recommend the four libraries for full membership to the State Library. Ms. Busenbark seconded and the motion was unanimously approved.

8.3 Revised charges: Resource Sharing Committee, Consortia Committee

Ms. Plass reported the recommended revision for the Resource Sharing Committee charge adds a representative from a library that participates in an e-book consortium not managed by RAILS. The other changes update some language and remove a provision that only applied during the first year of the committee. The recommended revision for the Consortia Committee charge is that Consortia Committee membership no longer include representatives from interlibrary loan consortia. LINKin libraries will no longer provide representation on the committee. Mr. Pointon moved for the approval of the revised charges. Ms. Sheikh seconded and the motion was unanimously approved.

8.4 Annual Report

Ms. Brennan discussed the narrative report of the RAILS FY2019 Annual Report that is due to the Illinois State Library on September 30. Several key points were highlighted such as the different ways RAILS is communicating the benefits and services to our membership, developing the *My Library Is..* campaign as a response to membership input, providing

excellent stewardship of RAILS financial resources and the continued work with LASA on our delivery hubs and building locations. In addition, Ms. Brennan pointed out the success of the board orientation, the implementation of the Explore More Illinois program as well as the continued growth of eRead Illinois. Ms. Cox moved for approval of the narrative report as part of the RAILS FY19 Annual Report. Mr. Stagg seconded and the motion was unanimously approved.

8.5 Service of the month – Find More Illinois update

Ms. Plass gave a slide presentation on Find More Illinois and an overview of how the system works. Find More Illinois lets people search multiple Illinois library catalogs at once. Patrons and staff of participating libraries can login to place and manage requests. The system is an alternative to OCLC for libraries and is not designed to replace the consortial catalog. Four of the six LLSAPS are connected and one SWAN library was just included. Ms. Plass reviewed the Find More Illinois website and logged in as a sample patron and went through the steps of finding and requesting a book. Most participants are public libraries and mostly request popular materials. Ms. Brennan added that Find More Illinois was created for standalone libraries and for public libraries that don't choose to join a consortia.

8.6 Census 2020 grant application

Ms. Brennan reported that the census grant has been submitted and RAILS asked for 1.3 million dollars. There were 25 agencies interested in being sub recipients of the census grant and if awarded the grant 80% of the funds will go to the sub recipients. As part of the grant budget RAILS will hire a person that will manage the census grant. More information will be provided if RAILS is awarded the grant. To learn more and to view potential grantees visit the Illinois Dept of Human Services website, www.dhs.state.il.us.

9. BOARD DEVELOPMENT

9.1 Privacy Issues in Libraries

Ms. Tappendorf gave an overview of the privacy issues in relation to self-service hold and self-service check out services at libraries. The law prohibits release of registration and circulation records of any library patron unless by a court order. The Freedom of Information Act does not provide protection against release of the information but does provide exemptions such as the invasion of personal privacy. There was discussion of methods of protecting the information while still providing the service, such as using codes for each patron instead of names and making sure titles of materials are not visible. Best practices should be established and are currently being discussed by ILA and ALA. Mr. McCormick commented that on any given day the Chicago Public Library could have over 25,000 self-service hold items. The issue also arises when providing patron information to outside vendors for registration for events. All vendors contracts for libraries and systems should have an added provision to prohibit the vendor to sell or share registration information.

10. RAILS BOARD MEMBER REPORTS

Mr. Kasten reported that the Vernon Area Public Library had a Drag Queen Story Time that was very successful. The event was for children 2-8 years old with 200 people registered and a waiting list of 100 people. Ms. Busenbark reported that on October 26 Kewanee Public Library District will have their annual *Music at the Carnegie* featuring songs of Frank Sinatra and includes

a meal. Mr. Pointon reported on *The Dog Days of Summer* event held at White Oak Library District in August. The pet adoption event was very successful with approximately 825 attendees, 40 rescues, 30 vendors, and the public were encouraged to bring their dogs. Mr. Stagg reported that the children's area at Alpha Park Public Library was recently remodeled with contributions made from the summer reading program. Alpha Park library currently has an opening for a library director. Ms. Hollister reported that Bloomington Public Library is very active in the 1,000 books before Kindergarten program. The library also will host several speakers to celebrate the McLean County Museum's 25th annual cemetery walk that will be held on two weekends in October.

11. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting is Friday, October 25 at the New Lenox Public Library in New Lenox. The agenda will include progress on the joint system board meeting and the RAILS quarterly consortia report. A retirement farewell reception and lunch for Jane Plass will also be held before the meeting.

12. ADJOURN

The meeting was adjourned at 2:52 p.m.