

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

**Friday, October 25, 2019 | 1:00 PM**

New Lenox Public Library

**Draft minutes**

1. WELCOME AND CALL TO ORDER

Mr. Mills, RAILS Board President called the meeting to order at 1:01 p.m. at the New Lenox Public Library.

2. ROLL CALL OF RAILS BOARD MEMBERS

Ms. Fister called the roll of the RAILS Board members:

Burr Ridge: Dave Barry, Sue Busenbark, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Dianne Hollister, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Nadia Sheikh, Thomas Stagg

Telephone/Zoom: Gwen Gregory, Dee Runnels (in meeting at 1:20 p.m.)

Absent: Scott Pointon

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Jane Plass, Jim Kregor, Anne Slaughter, Mary Witt, Joe Filapek, Diana Rusch, Brian Smith, Justin Schmidt, Mark Hatch, Leila Heath, Margae Schmidt, Sharon Swanson, Grant Halter, Emily Fister, Percy Harris, Michelle Krooswyk

East Peoria: Kendal Orrison

Illinois State Library: Karen Egan

4. PUBLIC COMMENTS

None.

5. ADOPTION OF THE AGENDA

Ms. McHone-Chase moved for the adoption of the agenda. Mr. Stagg seconded and the motion was unanimously approved.

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

6.1 Approval of Minutes

6.1 RAILS Board Minutes of September 27, 2019 Regular Meeting

Ms. Cox for the approval of minutes of the September 27, 2019 RAILS board meeting. Ms. Sheikh seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial report for September 2019. The September 30, 2019 unassigned General Fund (\$14.7 million) cash and investment balances would fund an estimated 15.6 months of operations. Cash and investment balances decreased \$0.1 million from the August 31, 2019 balance as RAILS received an Area and Per Capita (APC) grant payment of \$417,388 during September. An additional APC grant payment of \$1,518,756 was received in early October. Three vouchers of \$1,072,500 each pertaining to the FY2019 APC award remain outstanding. Total General Fund expenditures of \$2,992,030 were \$288,139 below budget due primarily to lower Contractual Services (\$108,730), Library Materials (\$99,865) and Personnel (\$57,784) expenditures.

### 6.3 Approval of Expenditures

Mr. Kregor reported expenditures for September in the amount of \$984,146.61.

Mr. Campbell moved for the approval of the check voucher/register for September 2019. Ms. Nemeć-Loise seconded and roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Dianne Hollister, Sarah McHone-Chase, Paul Mills, Jenna Nemeć-Loise, Dee Runnels, Nadia Sheikh, Thomas Stagg

Nay: none

Abstentions: Percy Harris

## 7. REPORTS

### 7.1 Report from the RAILS President

Mr. Mills said that most were in attendance for the lovely luncheon honoring Jane Plass who is retiring next month. He met Jane through the DuPage library system in March 2000 and was very impressed with her knowledge and professionalism. He is sad for RAILS but happy for Jane.

### 7.2 RAILS Board Committee Reports-Committee Chairs

#### 7.2.1 Advocacy Committee

Mr. Campbell reported the committee met Monday and discussed advocacy of K-12 schools and working with AISLE (Association of Illinois School Library Educators). Ms. McHone-Chase will be working on ways to promote academic libraries. The committee will continue their discussions on diversity, minimum wage and how libraries can assist in a successful census.

#### 7.2.2 Consortia Committee

Mr. Mills reported the committee met and discussed SimplyE which is an easy way to access multiple e-content platforms and more titles for patrons. Ms. Slaughter gave a report on LLSAP contracts and support grants and formulas. The committee also discussed the issue of privacy related to self-service and hold pickups. Ms. Brennan commented that SB 585 was filed supporting the patrons' right to privacy and the State Library filed an amendment to the bill to clarify the scope of "personal information".

#### 7.2.3 Executive Committee

Mr. Mills reported the Executive committee met in the morning and reviewed the results for the last election which took place 5 months ago, in May 2019. The committee voted to recommend that the next highest vote getter for the Public Library trustee seat fill the vacancy of Jay Kasten. That person was Percy Harris from the Homewood Public Library. Ms. Busenbark moved to accept the recommendation of the Executive Committee and appoint Percy Harris to fill the public library trustee seat of Jay Kasten. Mr. Barry seconded and the motion was unanimously approved.

Mr. Harris took the oath of office and was sworn in by President Mills.

#### 7.2.4 Policy Committee

The Policy Committee met on October 16, 2019. The current task is to review the draft employee handbook. They reviewed a good portion of the document, had discussions, and made several suggestions to RAILS staff members. Several additional meetings are scheduled to review the rest of the draft before bringing a revised draft to the board for review, hopefully for the March 2020 meeting.

### 7.2.5 Resource Sharing Committee

Ms. Plass reported the committee did not meet, but is looking for a representative from an ebook organization to serve on the committee. A board member to replace the vacancy of Mr. Kasten is needed as well.

### 7.2.6 Universal Service Committee

Ms. Brennan reported that results from the public library survey regarding services offered to the unserved will be presented at the November board meeting.

## 7.2 RAILS Reports

### 7.2.1 RAILS Monthly Report

Ms. Brennan reported RAILS received notice of an award of a grant for \$750,000 from the Illinois Department of Human Services. RAILS is one of the regional intermediaries for the collar counties. A revised budget will be submitted as the grant is less than the \$1.3 million requested. RAILS will work with the subrecipients and will have to contribute some funds before the grant money is received. The ILA PPC and Advocacy committees met on October 7 and attendees discussed ideas for the ILA legislative agenda such as requesting funding to provide statewide database access and possible relief for libraries as they begin to deal with the increases in the minimum wage. Mr. Mills reported that he and Ms. Brennan met with the President and Executive Director of IHLS at ILA. They agreed that staff should have inter-system meetings and will plan to get together as boards next spring.

### 7.3 Illinois State Library Report- ISL Staff

Ms. Egan reported the State Library received 679 school APC applications and thanked RAILS staff for contacting their member schools. The grant allows for \$.75 a student with a minimum of \$750 per district. For some schools that is their only resource for materials. The public library APC grants are due January 15 and the construction grants are due January 10. The state library will host three informational webinars on December 4th: Adult volunteer Literacy Grant, Workplace Skills Enhancement grant and the Family Literacy grant. Family reading night is scheduled for November 21.

## 8. NEW BUSINESS

### 8.1 System Membership Standards

Ms. Brennan reported that she and Brian Shepard presented a session at the ILA conference: System Membership Standards as a Pathway to Excellence. Greg McCormick also attended the session and gave the state library perspective. The presentation focused on the extensive data collection and the alignment of the standards with ILA and the State Library. The updated draft of the standards will initially go only to public libraries and will be included in the certification process for 2021. Mr. Mills reiterated that the standards are a tool for advocacy and development.

### 8.2 Service of the month-Continuing Education and Consulting

Mr. Filapek reported that in 2011 after the merger, RAILS did not have a Continuing Education and Consulting department. He came on board 6 years ago and now the department has a staff of three. Diana Rusch gave an overview of the continuing education opportunities through in

person workshops, live streaming, videoconferencing, and webinars. RAILS archives provide 130 webinars of topics from reader advisory to leadership skills. Programs are held throughout the RAILS service area but many members prefer to utilize webinars. An attempt is made to provide training that is relevant to more than one library type. Ms. Schmidt reported that most programs are promoted through RAILS enews. RAILS email groups are used to let members know when a program is being held in their area or is of interest to their library type. Staff attend conferences to promote programs and social media as well. We provide CE for time sensitive subjects such as minimum wage increases and the legalization of marijuana. Mr. Filapek said that RAILS also take a leadership role in developing and supporting events such as Elevate leadership training and Directors University for new public library directors. RAILS has awarded CE event grants to groups who create training for members. Over the past 4-5 years 50 grants were awarded totaling over \$100,000. He said RAILS also maintains relationships with HR source for HR and legal consulting, Ancel Glink for FOIA and OMA hotline. A policy repository is available on our website. The department and RAILS staff in general serve as a reference desk for our members. Some questions we received recently: how to do interlibrary loan, audit questions, overstepping library trustees, how to evaluate a director and non-resident fee calculation.

## 9. NEW BUSINESS

### 9.1 Board vacancy due to Jay Kasten Resignation

This item was handled under the executive Committee.

## 10. BOARD DEVELOPMENT

### 10.1 ILA Conference report and discussion

Mr. Barry reported that he attended the conference but found the trustee day a little repetitive. Others agreed and some suggestions for trustee programs were discussed. There was record attendance at the conference and for the RAILS booth as well. Ms. Brennan said she will share the suggestions with the ILA staff.

### 10.2 Resource sharing in Illinois, Part 1: Discovery of Resources

Ms. Slaughter gave a presentation on Resource sharing in Illinois. Funding and resources come from the Illinois State legislature through the Secretary of State and the State Library and then through the regional Library systems. Patron can access materials from OCLC and other ILL options, Find More Illinois, if their library has membership in a Consortial catalog, and then their own local catalog. RAILS commits to resource sharing through LLSAP support grants, Find More Illinois, Catalog membership grants and Continuing Education and Consulting. Mr. Mills added that RAILS has taken great strides in making consortia membership available and equitable for its members.

## 11. RAILS BOARD MEMBER REPORTS

Ms. Busenbark said tickets are still available to the "Music at the Carnegie" at the Kewanee public library on October 26. The concert will feature the music of Frank Sinatra. Mr. Mills said the New Lenox library hosts a very popular Ghouls and Golf event on Sunday October 27. Ms. Cox reported the the Kane County Juvenile Justice Center was selected to receive books as part of the ALA 2019 Coretta Scott King Book Awards Donation Grant. Ms. Nemecek-Loise reported that on September 27 the North Country Day school had the grand opening of the library that was

destroyed by flooding last year. The students, faculty and parents are thrilled with modern, updated library. Mr. Mills reported the Fountaindale library will expand its consulting series “lawyers in libraries” with “counselors in the community” and an equally alliterative one with financial advisors.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held Friday, November 22, 2019 in Burr Ridge at 1:00 p.m. Items for the meeting include the six-month review of closed session minutes and a presentation by Sylvia Norton on school libraries.

13. ADJOURN

The meeting was adjourned at 2:36 p.m.