

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING****Friday, November 22, 2019****DRAFT MINUTES****1. WELCOME AND CALL TO ORDER**

Ms. Gwen Gregory, RAILS Board Vice President called the meeting to order at the Burr Ridge Service Center at 1:02 p.m.

**2. ROLL CALL OF RAILS BOARD MEMBERS**

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

Burr Ridge: Dave Barry, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Percy Harris, Dianne Hollister, Sarah McHone-Chase, Jenna Nemecek-Loise, Scott Pointon, Thomas Stagg

Absent: Susan Busenbark, Paul Mills, Dee Runnels, Nadia Sheikh

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Burr Ridge: Deirdre Brennan, Dan Bostrom, Amy de la Fuente, Karen Goyer @1:13, Leila Heath, Ryan Hebel, Jim Kregor, Sylvia Norton, Stacy Palmisano

Illinois State Library: Karen Egan, Greg McCormick

**4. PUBLIC COMMENTS**

There were no public comments.

**5. ADOPTION OF THE AGENDA**

Ms. McHone-Chase moved to adopt the agenda, Mr. Barry seconded and the motion was unanimously approved.

**6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES****6.1 RAILS Board Minutes of October 25, 2019 Regular Meeting**

Mr. Campbell moved for the approval of minutes of the October 25, 2019 RAILS Board meeting. Mr. Pointon seconded and the motion was unanimously approved.

**6.2 Review of Closed Session Minutes –May 24, 2019**

Mr. Barry moved for the release of the closed session minutes for the RAILS Board meeting of May 24, 2019. Ms. Gomez-Beloz seconded and the motion was unanimously approved.

**6.3 RAILS Financial Report**

Mr. Kregor reviewed the financial report for October 2019. The October 31, 2019 unassigned General Fund (\$15.1 million) cash and investment balances would fund an estimated 16.1 months of operations. Cash and investment balances increased \$0.4 million from the September 30, 2019 balance as RAILS received an Area and Per Capita (APC) grant payment of \$1,518,756 in early October. Three vouchers of \$1,072,500 each (\$3,217,500 total) pertaining to the FY2019 APC award remain outstanding. Total General Fund revenues of \$3,299,525 through October were \$1,361,778 below budget primarily from lower APC Grant revenues (\$1,392,376 below budget). Investment income of \$134,609 through October was \$2,174 above budget but has continued to decline from month to month due to interest rates coming down. Total General Fund expenditures of \$4,161,901 were \$302,058 below budget due

primarily to lower Contractual Services (\$191,108), Personnel (\$74,392), Library Materials (\$21,544) and Travel (\$21,898) expenditures, partially offset by above budget Equipment Rental, Repair and Maintenance expenditures (\$70,944). In October there was a purchase of a new email filtering system. Through October, there have been minimal Special Revenue Fund expenditures. Expenditures for the L2 replacement grant and the recently awarded Census 2020 Grant will begin in November. Over the last month we have two insurance increases. RAILS Health insurance through LIMRiCC will increase 5% (\$26,000 annually) and property and liability insurance will increase 87% for next year (approximately \$1,700).

#### 6.4 Approval of Expenditures

Mr. Kregor presented the expenditures report for October 2019.

Ms. Cox moved for the approval of the check voucher/register for October 2019 in the amount of \$1,344,372.96; Mr. Campbell seconded and roll call vote was taken:

Ayes: Dave Barry, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Percy Harris, Dianne Hollister, Sarah McHone-Chase, Jenna Nemec-Loise, Scott Pointon, Thomas Stagg

Nays: none

### 7. REPORTS

#### 7.1 Report from the RAILS President

There was no report.

#### 7.2 RAILS Board Committee Reports-Committee Chairs

##### 7.2.1 Advocacy Committee

Mr. Campbell reported that the committee met today prior to the board meeting at 11:00 a.m. and it was a very successful meeting. There were two visitors, Carolyn Kinsella from AISLE (Association of Illinois School Library Educators) and Sylvia Norton from AASL (American Association of School Librarians). The discussion focused on school libraries and how RAILS can collaborate with AISLE. Ms. Nemec-Loise shared success stories at her school as the Director of Library and Information Literacy at North Shore Country Day School.

##### 7.2.2 Consortia Committee

The committee has not met.

##### 7.2.3 Executive Committee

The committee has not met.

##### 7.2.4 Policy Committee

Ms. Gregory reported that the committee has met and is working on reviewing the Employee Handbook and will bring it to the board early next year for review. There may be a vacancy on the committee; anyone interested in joining the committee should contact Ms. Brennan or Ms. Gregory.

##### 7.2.5 Resource Sharing Committee

The committee will meet in December. Ms. Brennan reported the Resource Sharing Committee has a vacancy due to the retirement of Jane Plass. Sarah McHone-Chase volunteered to fill the vacancy on the committee.

### 7.2.6 Universal Service Committee

Ms. Brennan reported that the committee will meet on November 26, 2019.

## 7.3 RAILS Reports

### 7.3.1 RAILS Monthly Report

Dan Bostrom, Mary Witt and the RAILS social media team did an analysis of the performance of RAILS Facebook and social media ads. The report discusses the conclusions reached, how they will affect the next steps and what will be the focus in the future. Amy de la Fuentes, Program Manager, Census 2020 reported on the Census 2020: It Counts grant implementation. The State was delayed in the rollout of the grant, which RAILS is still dealing with. RAILS has been tasked with focusing on six hard to count populations. The populations consist of children between the ages of 0-5 years, older adults, renters, people living at or below the poverty line, people experiencing homelessness, and people who are young and mobile. RAILS must make sure that all the work with the sub-grantees reflect these groups as required in our agreement with the State. Since RAILS is a library system, the focus is on libraries. Currently there are 19 interested libraries, spanning five counties, as sub grantees. RAILS is in the process of working with libraries to meet eligibility requirements. Funds will also be allocated to two social service agencies that span across six counties. These agencies will primarily be addressing children under the age of five, people at or below the poverty level, renters, and older adults. RAILS will also allocate funds to county agencies reaching hard to count populations. Amy de la Fuentes, Jim Kregor, and Grant Halter attended a regional intermediary training to obtain clarification on reporting mechanisms. UIC is working on a user-friendly platform to collect data to analyze the census outreach efforts. The RAILS census budget is still in review process. The budget may be finalized in early December, at which time the subrecipients will sign agreements with RAILS. The eligibility requirements for subrecipients are to have a U.S. government SAM account and fill out the ICQ risk assessment form. Ms. de la Fuentes reported creative outreach plans have been submitted by many of the subrecipients.

### 7.3.2 Service of the Month

Resource sharing in Illinois Part 2: Fulfillment of resource discovery. Mark Hatch presented an overview of the RAILS delivery service. RAILS provides delivery of over 9 million items through in-house and outsourced service. The system is designed to be user-friendly and efficient. Materials are exchanged 5 days per week, several hub locations are used, and community partnerships are encouraged. Delivery is free to libraries, with the only requirement being a quarterly physical hand count of materials. Training is available through a series of videos. LASA (Laboratory for Applied Spatial Analysis) is in the process of evaluating the delivery system from a statewide perspective. Mr. Hatch stated, even though there are reports of a downward trend in resource sharing, the delivery counts seem to be steady. Mr. Hatch will be looking closely at the data supplied by the newly implemented counting system.

#### 7.4 Illinois State Library Report- ISL Staff

Greg McCormick reported that ISL will soon announce the School Library Grants and process the payments. January 15, 2020 is the deadline for applications for the Public Library Per Capita and Live and Learn Construction grant programs. The Secretary of State recently received a \$50,000,000 appropriation for the Public Library Construction Act grant. ISL was awaiting release of project funding before beginning work with libraries who remained in the carry over project from the original round of applicants and libraries who recently submitted applications. Libraries that previously submitted applications should seek further information to assure their continuing eligibility to remain on the grant list. Future applications are due April 15, 2020. The regional library systems will be hearing more about this and will reach out to libraries.

### 8. NEW BUSINESS

#### 8.1 Statewide database access request

Ms. Brennan reported the Illinois Library Association (ILA) Policy Committee and RAILS proposed a request for funding from the Illinois State Library for a statewide database package for all system member libraries and an increase in per capita grants for public and school libraries. Most states have provided statewide databases for years. It would help provide libraries, especially school libraries, with access to databases they cannot afford. Providing the databases is another way to serve the unserved. ISL funding of databases would free local library money for other items, such as the increase in minimum wage. ISL will review the budget request at a higher level in the coming weeks. The funding of the statewide database package is requested on behalf of the ILLINET libraries and the residents of Illinois.

#### 8.2 Disposal of Surplus Vehicles

Mark Hatch requested the disposal of seven delivery vehicles that are no longer useful due to high mileage and mechanical issues that are too expensive to repair.

Mr. Barry moved for the approval of the disposal of surplus vehicles. Ms. McHone-Chase seconded and roll call vote was taken:

Ayes: Dave Barry, Michael Campbell, Halle Cox, Selina Gomez-Beloz, Gwen Gregory, Percy Harris, Dianne Hollister, Sarah McHone-Chase, Jenna Nemec-Loise, Scott Pointon, Thomas Stagg.

Nay: None

#### 8.3 Committee Appointments

Deirdre Brennan announced Percy Harris and Jenna Nemec-Loise have joined the RAILS Advocacy Committee.

### 9. UNFINISHED BUSINESS

There was no report.

### 10. BOARD DEVELOPMENT

#### 10.1 School Libraries report - Sylvia Norton, Executive Director, American Association of School Librarians

Sylvia Norton, Executive Director, American Association of School Librarians spoke about the AASL Standards Frameworks for Learners. It is a research-based approach to integrate

learners, school librarians and school libraries. A number of states are adopting or adapting the standards. The new learner framework has been tweaked to use language that is more reflective of what is happening today and to resonate more with teachers. The learner framework consists of six shared foundations of the literacy process: Inquire, Include, Collaborate, Curate, Explore, and Engage. There is an emphasis on inclusion, diversity, and collaboration. A standards portal has been developed, offering materials to educate librarians. AASL is working nationally to provide strong resources, deep thinkers, to share what other states are doing, and to influence what is done on the state level. AASL supports school librarians with letters of support to present to their school board. A new initiative has been developed to work closely with school administrators. Discussion by the attendees focused on the impact a school librarian has on the quality of a student's learning and development as a whole as well as the need for availability of statewide databases.

#### 11. RAILS BOARD MEMBER REPORTS

Ms. McHone-Chase reported Northern Illinois University Library will host a Tuba Christmas which will include a performance and presentation about the tuba research projects. Ms. Gregory reported UIC libraries opened a digital scholarship hub initiative and lab to foster digital humanities work on campus. Mr. Pointon reported White Oak Library District hosted a Halloween open house, attended by 850 people in a 3-hour period. Mr. Stagg announced the Alpha Park Public Library director, John Richmond, is retiring after 18 years of service. The new director, Melissa Sierra, will take over on Monday, December 2. Ms. Gomez-Beloz reported a new brewery is donating a portion of beer sales to the Waukegan Public Library. Ms Gomez-Beloz will participate in a panel discussion at the 2020 Census: Municipal Ideas Exchange at Oakton Community College on December 10. She will discuss partnering with municipal entities and present the census project developed by Waukegan Public Library. Additional upcoming Exchanges are on December 2 at College of DuPage and December 9 at Prairie State College. Registration is through the [Metropolitan Mayors Caucus](#). Ms. Hollister reported Bradley University library is preparing to be open 24/7 for finals week. Ms. Nemecek-Loise is working on a PhD in Library & Information Science at Dominican University, studying school library impact. She has been accepted to the iConference 2020 doctoral colloquium in Sweden. Ms. Cox reported the Kane County Law Library will be hosting the 21<sup>st</sup> annual Family Reading Night on November 20. Judges will wear pajamas while reading to children and will conduct a tour of a courtroom.

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

There is no meeting in December. The next meeting will be held on Friday, January 17, 2020 in Burr Ridge. Items for the meeting include the Strategic Plan Progress Report, Executive Director Goals Progress Report and RAILS Quarterly Consortial Reports.

#### 13. ADJOURN

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