

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, January 17, 2020 | 1:00 PM
RAILS Burr Ridge | 125 Tower Drive
Burr Ridge, IL 60557

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 RAILS Burr Ridge service center.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

Burr Ridge: Dave Barry, Michael Campbell, Halle Cox, Gwen Gregory, Percy Harris, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon

East Peoria: Sue Busenbark, Thomas Stagg

Bloomington Public Library: Dianne Hollister

Telephone/Zoom: Nadia Sheikh (1:07 p.m.)

Absent: Selina Gomez-Beloz, Dee Runnels

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Monica Harris, Jim Kregor, Anne Slaughter, Joe Filapek, Dan Bostrom, Ryan Hebel, Stacy Palmisano, Amy de la Fuente, Samantha Daly, Mary Hudspeath, Emily Fister

East Peoria: Kendal Orrison

Illinois State Library: Gwen Harrison

4. PUBLIC COMMENTS

None.

5. ADOPTION OF THE AGENDA

Mr. Barry moved for the adoption of the agenda. Ms. Nemec-Louise seconded and the motion was unanimously approved.

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

6.1 Approval of Minutes

Ms. Cox moved for the approval of minutes of the RAILS Board Minutes of November 22, 2019 Regular Meeting. Mr. Pointon seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial reports for November and December 2019. The unassigned cash and investment amount of \$16.9 million would fund 18 months of operations.

Mr. Kregor reported RAILS received Area and Per Capita (APC) grant payments totaling \$3,217,500. These payments completed the funding of the FY2019 APC award and were received two months earlier than the prior year final payments. Three budgeted positions are now filled and there were six new hires and two terminations in November and December. Expenditures in the Special Revenue Fund expenditures were \$46,733, for the Census 2020 Grant and the L2 replacement grant.

6.3 Approval of Expenditures, November and December 2019

Mr. Gregor reported expenditures for November 832,807.58 and December 2019 in the amount of \$ 841,144.54. Ms Gregory moved for the approval of the check voucher/register for November and December 2019. Mr. Barry seconded and roll call vote was taken:

Ayes: Dave Barry, Susan Busenbark, Michael Campbell, Halle Cox, Gwen Gregory, Percy Harris, Diane Hollister, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Louise, Scott Pointon, Nadia Sheikh, Tom 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

Chair Michael Campbell reported the committee met today and had reports from Ms. Gregory and Ms. McHone-Chase on academic libraries. Committee members discussed equity, diversity and inclusion internships. Next month the committee will be going to the ILA legislative meet ups. In March, Mr. Harris will report on Trustees.

7.2.2 Consortia Committee

Mr. Mills said the committee met and had a presentation from Aaron Skog the director of SWAN regarding their Clarity Report. The report was part of their strategic plan to improve services. A copy of the overview and link to the report will be sent to the RAILS board. Mr. Mills said Ms. Slaughter discussed a revised formula for distributing support to the RAILS LLSAPs. A final formula will be presented to the committee in April.

7.2.3 Executive Committee

The committee has not met.

7.2.4 Policy Committee

The committee met and the results of the meeting will be discussed later in the agenda.

7.2.5 Resource Sharing Committee

The committee has not met.

7.2.6 Universal Service Committee

Ms. Busenbark reported the committee met and discussed the survey results from more than 200 public library directors. The highlights of the survey are included in Ms. Brennan's report. The topic will be included in the next RAILS Board meeting. Mr. Barry commented that it seems different areas of the state follow different rules and have different reasons for their practices. Ms. Brennan commented that the FAQs on the RAILS, State Library and IHLS websites cause confusion as well.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan reviewed her report including the progress of Greg Pronevitz' study of delivery outsourcing. We will also have a full report about this study at the February board meeting. Our next video, *Elders of the Internet*, will launch in time for the ILA legislative meetups. We plan an extensive publicity campaign centered around Library Lovers Month (February) and Library Lovers Day (February 14). Nick Offerman, famous for his role as Ron Swanson in Parks and Rec, is the star of the Elders. We are grateful to Nick and to his sister, Lauren

Offerman, director at Three Rivers Public Library District, for their assistance and support of this project.

7.3.2 Service of the Month: Census Project

Ms. de la Fuente, Program Manager, Census 2020 gave an overview of the activities related to the Census grant. She is busy with the 23 subrecipients, including 19 libraries, holding kick off meetings regarding the reporting requirements. Many are focusing on hard to count populations and have creative outreach ideas such as contacting people at laundromats and mall walkers.

7.4 Illinois State Library Report- ISL Staff

Ms. Harrison reported that certification is progressing nicely and she continues to hold meetings with the staff from Heartland and RAILS.

8. NEW BUSINESS

8.1 Introduction of Monica Harris

Ms. Harris gave a brief background on her career and thanked all staff and board members for making her feel welcome. She stated that she is excited about her new position and using her experience in different types of libraries to relate to and help RAILS members.

8.2 Membership Changes

Mr. Bostrom presented member reports for the Germantown Hills School District 69 and the Gerber/Hart Library and Archives.

Mr. Barry moved to recommend to the State Library, approval of the Germantown Hills School District 69 and the Gerber/Hart Library and Archives as new members. The motion was unanimously approved.

Mr. Bostrom explained that the State Library had requested RAILS to follow up with United CUSD 304 because they were unresponsive to correspondence. Ms. McHone-Chase moved for the suspension of membership for United CUSD 304. Mr. Pointon seconded and a roll call vote was taken.

Ayes: Sue Busenbark, Michael Campbell, Halle Cox, Gwen Gregory, Selina Gomez-Beloz, Dianne Hollister, Sarah McHone-Chase, Paul Mills, Scott Pointon, Dee Runnels, Nadia Sheikh, Thomas Stagg. Nay: none

8.3 Employee Handbook

Ms. Gregory presented the Employee handbook. She said the RAILS staff has been working on the handbook for two years, with input and review from HR Source and an employment attorney from Ancel, Glink. The Policy Committee met three times to review the changes as well. Mr. Mills thanked the committee as well as the staff for the tremendous amount of time and work that went into the project.

Mr. Pointon moved to accept the recommendation of the policy committee and to adopt the new Employee Handbook, Ms. McHone-Chase seconded and a roll call vote was taken:

Mr. Pointon moved to accept the recommendation of the policy committee to adopt the new Employee Handbook, Ms. McHone-Chase seconded and a roll call vote was taken: Ayes: Dave Barry, Susan Busenbark, Michael Campbell, Halle Cox, Gwen Gregory, Percy Harris, Diane Hollister, Sarah McHone-Chase, Paul Mills, Jenna Nemeč-Louise, Scott Pointon, Nadia Sheikh,

Tom Stagg. Nays: none

8.4 Strategic Plan progress report

Ms. Brennan reported that the report was designed to give details on how RAILS is spending funds and how the activities impact our members. Ms. Brennan asked for feedback on how to make the materials more reader friendly, or cutting down on some of the material. An infographic highlighting some key components was suggested. Details of the report will be discussed over the next few meetings.

8.5 Executive Director goals progress report

Ms. Brennan presented her report on the goals that were approved at the July 2019 meeting. She gave a brief overview of the process and timeline for new board members. She expects there will be more progress on the standards throughout the next six months.

8.6 Budget Amendment re Census Grant

Mr. Gregor presented and explained the need for the budget amendment. The Census grant RAILS received will require payments made to the subrecipients.

Ms. McHone-Chase moved to approve the budget amendment. Mr. Barry seconded and a roll call vote was taken:

Ayes: Dave Barry, Sue Busenbark, Michael Campbell, Halle Cox, Gwen Gregory, Percy Harris, Dianne Hollister, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Louise, Scott Pointon, Nadia Sheikh, Thomas Stagg

Nays: none.

9. UNFINISHED BUSINESS

9.1 Delivery study update (discussion only)

Ms. Brennan asked that this item be tabled until the next meeting due to the absence of Mark Hatch.

10. BOARD DEVELOPMENT – Minimum Wage Increases

Mr. Filapek reviewed the information that RAILS provides on the website. In June 2019, RAILS offered a webinar with the legal and compensation experts from HR Source on short and long-term strategies for minimum wage compliance, with 100 members participating in the event. Kate Hall and Kathy Parker will be holding quarterly meetups with a “Directors’ Essentials” series, February will feature finances. Financial advisor, Jamie Rachlin will conduct a webinar and present his budget planning tool spreadsheet.

Mr. Pointon commented that discussion of the increased minimum wage should include the effects of tax caps and the decrease of the Consumer Price Index (CPI). Budgets that have these constraints will not support hiring professional directors, which may lead to the de-professionalization of the field

11. RAILS BOARD MEMBER REPORTS

Ms. Gregory reported that UIC will be interviewing candidates for the new dean of the library in the next few weeks. In February, they will host a History Fair Palooza to assist students with

history fair projects. Mr. Pointon was pleased to report that bids for the roofing project for one of their buildings came in much lower than expected, perhaps due to the January timeframe. Ms. Nemeč-Loise reported that she will be on the ALA ballot as she is running for the chair of the Independent Schools Section. She will be speaking at the forum at 4:30 on Saturday, January 25 of the conference and invites all ALA attendees.

Mr. Mills said the celebration for the 50th anniversary of Fountaindale Public Library is starting this weekend with the winter carnival and announcement of the winners of library card design contest. Ms. Cox will be busy teaching two courses at the Illinois Judicial education conference; she is also presenting at the self-represented litigation conference in Nashville and helping with planning the American Association of Law Libraries leadership conference in March in Oak Brook. Ms. McHone-Chase will be on the ALA ballot to be Vice-Chair/Chair Elect for RUSA STARS. Northern Illinois University is celebrating their 125th Anniversary this year.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held Friday, February 21, 2020 in Burr Ridge. On the agenda will be the Universal Service progress report, the Delivery study report and recommendations, and Miguel Figueroa will speak about the ALA Center for the Future of Libraries.

13. ADJOURN

The meeting was adjourned at 2:20 p.m.