

**VIRTUAL MEETING  
RAILS CONSORTIA COMMITTEE**

Monday, April 20 2020

**MINUTES**

**1. Welcome**

Paul Mills, RAILS Consortia Committee Chair, welcomed everyone and called the meeting to order at 10:02 a.m.

**2. Designation of Minute Taker**

Jody Rubel, RAILS Administrative Assistant, was designated minute taker.

**3. Roll Call of Members**

*Members in attendance via Zoom:* Kristine Hammerstrand, Rebecca Malinowski, Paul Mills, Kendal Orrison, Scott Pointon, Emily Porter, Aaron Skog, Jennifer Slaney, Thomas Stagg

**4. Introductions of Guests; Announcements**

*Guests in attendance via Zoom:* Eric Bain, Deirdre Brennan, (*ex-officio*); Carolyn Coulter, Kate Hall, Grant Halter, Matt Hammermeister, Monica Harris, (*ex-officio*); Leila Heath, Ryan Hebel, Anna Hutson, Erica Laughlin, Julie Milavec, Stacy Palmisano, Jody Rubel, Kathy Semrick, Anne Slaughter, (*ex-officio*); Mary Witt

**5. Public Comment via Zoom**

No public comments.

**6. Adoption of the Agenda**

Mr. Orrison moved, and Mr. Pointon seconded, that

THE RAILS BOARD CONSORTIA COMMITTEE ADOPT THE APRIL 20, 2020 AGENDA AS PRESENTED.

Roll Call vote:

**Ayes:** Kristine Hammerstrand, Rebecca Malinowski, Paul Mills, Kendal Orrison, Scott Pointon, Emily Porter, Aaron Skog, Jennifer Slaney, Thomas Stagg

**7. Approval of Minutes of the January 13, 2020 Consortia Committee Meeting**

Ms. Malinowski moved, and Mr. Pointon seconded, that

THE MINUTES FROM THE JANUARY 13, 2020 RAILS BOARD CONSORTIA COMMITTEE MEETING BE APPROVED AS PRESENTED.

Roll Call vote:

**Ayes:** Kristine Hammerstrand, Rebecca Malinowski, Paul Mills, Kendal Orrison, Scott Pointon, Emily Porter, Aaron Skog, Jennifer Slaney, Thomas Stagg

**8. New Business**

**a. FY2021 Meeting Schedule**

There was no further discussion.

Ms. Slaney moved, and Mr. Stagg seconded, that

THE RAILS BOARD CONSORTIA COMMITTEE APPROVE THE FY2021 MEETING SCHEDULE.

Roll Call vote:

**Ayes:** Kristine Hammerstrand, Rebecca Malinowski, Paul Mills, Kendal Orrison, Scott Pointon, Emily Porter, Aaron Skog, Jennifer Slaney, Thomas Stagg

Approved FY2021 meeting dates:

- July 20, 2020
- October 19, 2020
- January 11, 2021
- April 19, 2021

**b. Consortia and COVID 19**

Ms. Brennan opened the discussion with updating consortia members on safe material handling efforts and the importance to protect staff. It was stated that CDC safety guidelines are helpful, but confusing due to the nature of circulating library material. IMLS is spearheading an expansive study on handling library materials safely. A steering committee is comprised of representatives from Urban Libraries Council, (ULC), PLA, RAILS, and other organizations. IMLS has partnered with OCLC and Battelle, a science research organization. Through this collaboration they would establish handling library materials safely guidelines, develop training, and identify material cleaning best practices with the science-based studies recommendations. This authoritative study will guide libraries reopening, library operations, and system delivery resuming decisions.

Illinois State Library (ISL), RAILS, Consortium of Academic and Research Libraries in Illinois, (CARLI), and Illinois Heartland Library System, (IHLS) have met to coordinate safely resuming delivery operations. RAILS will consult with attorneys for a legal opinion on safely resuming delivery.

Consortia representatives reported on the impact of libraries closing, schools officially declared closed for the remaining academic year, reopening plans, and e-services being offered. Key discussion items outlined below.

- Materials
  - Materials checked out to graduating seniors
  - Due date extensions
  - Demand for item status reports
  - Re-purpose areas for quarantined material
- Services
  - Launch online book clubs
  - ILS remote services
  - E-cards registrations

- Event cancellations
- Extending WiFi hotspot range
- Reopening
  - Align reopening with RAILS resuming delivery operations
  - Phased reopening plans
- Possible library service models going forward
  - Closed stacks
  - Curbside service only
  - Limited staff
  - Contactless service

It was suggested that RAILS facilitate bulk purchase supplies of PPE and cleaning supplies. RAILS will investigate being designated mission critical organization, but not to compete with 1<sup>st</sup> responders to purchase PPE and sanitizing supplies needed. CARLI reported that the planned ILS migration continues. Mr. Mills thanked Ms. Brennan for pursuing the study.

## 9. Unfinished Business

### a. FY 2022 LLSAP support grant formula

Ms. Slaughter summarized the FY2022 LLSAP support grant formula memo included in the meeting packet. She noted three objectives; current formula evolved for greater stability, retain core values that supports resource sharing activities, and a formula that addresses the diverse LLSAP landscape and demographics. If there is a disproportionate sway, the formula would be adjusted. The FY2022 process will begin around June 15 and applications due September 1. Allocations are contingent on state funding. Grant Halter, RAILS Data Coordinator & Research Analyst was recognized for his contributions in developing the LLSAP support grant formula.

## 10. Reports

### a. Consortia Committee Chair

No report.

### b. Consortium reports

It was shared that Prairie Cat's PUG day events are pending.

### c. RAILS report

Nothing additional to report.

## 11. Adjournment

At 11:10 a.m., Mr. Mills declared the meeting adjourned.