

RAILS Special Board Meeting-Orientation Session
Friday, July 24, 2020
9:00 a.m.
MINUTES

1. CALL TO ORDER AND ROLL CALL

Paul Mills called the meeting to order at 9:03 a.m. on Friday, July 24, 2020.

The following board members were present in person at RAILS Burr Ridge Service Center:

Michael Campbell, Paul Mills,

Via Zoom: Sue Busenbark, Dianne Hollister, Kris Kenney, Percy Harris, Jenna Nemec-Loise, Becky Spratford, Thomas Stagg, Beth Tepen and Alex Vancina

Guests: Deirdre Brennan, Monica Harris, Mary Witt, Mark Hatch, Jim Kregor, Anne Slaughter, Leila Heath, Joe Filapek, Bill Goetz, Dan Bostrom, Mary Hudspeath, Grant Halter, Ryan Hebel, Anna Duff and Emily Fister

2. WELCOME AND INTRODUCTIONS

Ms. Brennan welcomed all attendees and then each board member gave a brief description of their library role and their history with RAILS.

3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS POWERPOINT

RAILS staff members presented a PowerPoint on RAILS.

4. DEMO OF RAILS BOARD PORTAL railslibraries.info/board/portal

Ms. Witt informed new members they can find information about all board meetings, past and present, on the RAILS Board portal. She said since Board members wanted to know more about one another, there is a board membership section that includes each member's area of expertise. She told members they can add their information by selecting "edit profile" after logging into the RAILS site. Ms. Witt said RAILS is working on adding Board members' photos, term expiration dates, and committee memberships. She said the "Requirements Laws Procedures" section includes all legal documents. The portal is also where members can go for travel reimbursement forms. She said the New Member Board Orientation section will have a recorded PowerPoint from today's orientation. There is also links for Trustee training and for the FOIA and Open Meetings Act hotline. Ms. Witt stated that CE events for trustees, such as recorded webinars, are also uploaded. She pointed out the RAILS glossary can be useful for those less familiar with the acronyms in the library world. The final section, "About RAILS", contains the history and background on RAILS and a link to staff members. In the RAILS Member Library section, you can search other libraries or their staff members. Ms. Witt said the portal includes a resource sharing map of the RAILS service area with a key that shows what consortia libraries are in. She asked members to take some time to look at this portal and let her or Ms. Fister know if there is anything they would like added.

5. RAILS BOARD MEETINGS 101

5.1 Where to Attend

Ms. Brennan said that before the pandemic, many attended the board meetings at Burr Ridge or other RAILS service centers but at this point she foresees virtual meetings for the upcoming future.

5.2 Travel Reimbursement Form

Ms. Fister informed Board members that travel expenses to attend a meeting are reimbursable. She emailed everyone the form that they would fill out and return to her. Reimbursement checks are usually sent within a week.

5.3 How to Participate and Contribute in Board Meetings

Board members may participate via phone, video conference, or in person. Meetings will be held via Zoom for the foreseeable future, but, as described above, members may attend at RAILS service centers or library sites.

5.4 Videoconference Locations and Sensitive Microphones

The microphones are sensitive so board members should mute when not speaking. Ms. Fister said that in order for the meeting to be considered open it must be in a building with public access and the agenda must be posted at the location 48 hours prior to the meeting.

6. EMAIL ACCOUNTS FOR RAILS BOARD MEMBERS

6.1 Why a Separate Account is needed

RAILS board emails are established for each board member. This is for ease in facilitating compliance with the Open Meetings Act and for response to FOIA requests. Board members were reminded not to use email to conduct board business.

6.2 Importance of Checking Email Regularly and Responding Promptly

Ms. Brennan asked board members to respond promptly to emails. RAILS IT can assist board members in configuring their board email so that it is easy to check regularly. Timely response to email questions from Ms. Fister are particularly important because of quorum and attendance issues.

6.3 Adhering to Open Meetings Act – Don't "Reply All"

Ms. Brennan said members are not able to "reply all." The email will not go through and Ms. Fister will get notified. Ms. Fister said this serves as protection for Board members in complying with the Open Meeting Act, also a FOIA request to RAILS might require board emails from their personal accounts if they are used for RAILS business.

6.3.1 Open Meetings Act Certification

OMA training is required for board members. Ms. Fister thanked board members for completing their required forms.

7. Q&A/OPEN DISCUSSION

The question of how to go about receiving help from RAILS IT for emails was answered by Ms. Fister. She will send all members a help desk email address they can contact for assistance with this. Ms. Hollister declared that she found having a mentor her first year as a member to be very helpful and asked if that would be offered to new members once more. Ms. Brennan replied that the topic of mentors can definitely be discussed at the board meeting later in the day.

8. ADJOURN

The meeting was adjourned by acclamation at 11:40 a.m.