

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, August 28, 2020 | 1:00 PM

MINUTES

1. WELCOME AND INTRODUCTIONS

Mr. Michael Campbell, President of the RAILS board called the meeting to order on Friday, August 28, 2020 at 1:00 pm. He read the following: In accordance with the Government Emergency Administrative Act PA100-0640, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business.

2. ROLL CALL OF RAILS BOARD MEMBERS

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

RAILS Burr Ridge: Michael Campbell, Paul Mills, Scott Pointon, Becky Spratford

RAILS East Peoria: Thomas Stagg, Sue Busenbark, Dianne Hollister,

Telephone/Zoom: Halle Cox, Percy Harris, Kris Kenney, Sarah McHone-Chase, Jenna

Nemec-Loise, Beth Tepen, Alex Vancina

Absent: none.

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Monica Harris

East Peoria: Kendal Orrison

Illinois State Library: Karen Egan

Via telephone/Zoom: Jim Kregor, Mark Hatch, Mary Witt, Grant Halter, Anna Behm, Leila Heath, Ryan Hebel, Stacy Palmisano, Emily Fister

4. PUBLIC COMMENTS

There were no public comments

5. ADOPTION OF THE AGENDA

Ms. McHone-Chase moved for the adoption of the agenda. Mr. Pointon seconded and a roll call vote was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Tepen, Alex Vancina. Nays: none

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

6.1 RAILS Board Minutes

6.1.1 RAILS Board Minutes of July 24, 2020 Orientation Meeting

Ms. Hollister moved for the approval of the Minutes of the July 24, 2020 Board Orientation meeting. Mr. Vancina seconded and a roll call vote was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Tepen, Alex Vancina. Nays: none

6.1.2 RAILS Board Minutes of July 24, 2020 Regular Meeting

Ms. Cox moved for the approval of the Minutes of the July 24, 2020 Regular Board meeting. Ms. Kenney seconded and a roll call vote was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Beth Tepen, Tom Stagg, Alex Vancina. Nays: none

6.2 RAILS Financial Report

Mr. Kregor reported the July 31, 2020 unassigned General Fund (\$13.2 million) cash and investment balances would fund an estimated 14.3 months of operations. RAILS received a FY2020 Area and Per Capita (APC) grant payment of \$1,072,500. Five APC payments totaling \$5,362,500 remain outstanding. Total July General Fund revenues of \$886,448 were below budget primarily from lower APC Grant revenues (\$837,393). Total General Fund expenditures of \$1,530,109 were \$77,740 below budget due to lower expenditures in nearly all cost categories.

6.3 Approval of Expenditures – July 2020

Mr. Kregor stated the expenditures are higher than usual for the month of July, 1,934,117.67 due to joint purchases for pass-through accounts that will be reimbursed and LLSAP support payments. Mr. Vancina moved for the approval of the expenditures for July 2020. Ms. Spratford seconded and a roll call vote was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Alex Vancina. Nays: none

Ms. Tepen was not present for the vote. Mr. Harris joined via zoom at 1:19 p.m.

7 REPORTS

7.1 Report from the RAILS President

Mr. Campbell had no report

7.2 RAILS Board Committee Reports

7.2.1 Advocacy Committee

Mr. Campbell reported the committee is working with the ILA Trustee committee in order to improve communication and make information accessible for all library trustees. The committee will present a session at the ILA Virtual Conference in October.

7.2.2 Consortia Committee

There was no report.

7.2.3 Executive Committee

There was no report.

7.2.5 Policy Committee

There was no report.

7.2.6 Resource Sharing Committee

Ms. Brennan reported the committee will meet in September and Charm Ruhnke has agreed to be reappointed as the chair.

7.2.7 Universal Service Committee

Ms. Busenbark said the committee did not meet. She highly recommends the CE

webinar on Intergovernmental agreements.
<https://www.railslibraries.info/events/186225>

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan presented the monthly report to the board and discussed two highlights. The first was the decision to extend the quarantine requirements from three days to seven days for RAILS delivery. The second was the partnership with four member libraries and the Jane Adams Hull House Museum on a virtual exhibit to honor the centennial of women's suffrage. Ms. Brennan announced that RAILS will apply for a grant from the Illinois State Library for \$100,000 - \$125,000 to be used toward the purchase of e-books. RAILS will focus on purchasing K-12 e-resources with the grant. The State Library will be funding this effort using Coronavirus Aid, Relief, and Economic Security (CARES) Act grant funds to expand digital network access. CARES Act funding is provided to the Illinois State Library from the Institute of Museum and Library Services (IMLS), and is an extension of the Library Services and Technology Act program. Included within the monthly packet was a draft schedule of the service of the month and board development topics. Ms. Brennan discussed that the RAILS board members will also be included in the service of the month reports and asked the board members to review the list and contact Ms. Fister for confirmation.

7.3.2 RAILS Service of the Month Report: RAILS E-Resources

Ms. Behm gave a summary of the RAILS e-resources and reported what is new with each resource. BiblioBoard Library is a statewide e-content collection and is available to anyone in the state of Illinois for simultaneous use. New in BiblioBoard Library is an Illinois Census collection. Also, a usage dashboard was created to show how a community is using Biblioboard Library. Inkie.org is a suite of self-publishing tools and resources available to everyone in Illinois. The website will celebrate its one year anniversary in October. ERead Illinois, provided through Axis 360, is a collection of popular e-content materials. Libraries pay a small fee to belong to eRead and the fees are used to purchase content. Last month twenty additional libraries joined eRead. School libraries have shown strong interest during the pandemic. The sign up and renewal process was recently updated and the eRead Illinois website was also redesigned. On the RAILS website there is an E-Book Issue Pulse Page and there is also an E-Content networking group and an email list to help inform member libraries of e-content topics. Ms. Behm reported on an e-content research project that RAILS completed that shows usage statistics from seven other e-content consortia, showing circulation trends and the impact of COVID-19. The report can be found here <https://stories.opengov.com/railslibraries/published/wlYHq-zj>

Ms. Heath reviewed the SimplyE open source app. The app consolidates library e-books and audiobook collections from multiple vendors. RAILS is part of the IMLS SimplyE for Consortia grant project. Ms. Heath and Ms. Behm attend monthly council meetings for the project discussing technical issues and research and development. The app was originally developed for the New York Public Library and was very successful. The Pinnacle Library Cooperative is piloting the app and has been helpful in troubleshooting issues and testing stability and performance. RAILS will continue to contribute and will

move forward with the project when appropriate. Ms. Heath encouraged the board to click on the links provided in the PDF to educate themselves on the different resources for RAILS members.

7.4 Illinois State Library Report

Ms. Egan reported that the Illinois State Library has several grant offerings available. The state library received one million dollars from the Institute of Museum and Library Services (IMLS), which will be used in three different grants. The first grant is for public libraries for up to \$500 per building for the purchase of personal protective equipment and in building cleaning. The second grant is for digital network access up to \$10,000 per grant, for libraries to address building capacity improvements to their public Wi-Fi. The third grant is for library systems to add e-resources, which Ms. Brennan announced in her monthly report. All three grant applications are due on September 30, 2020. Additionally, the Illinois State Library announced the Back to Books grant that is offered to public and school libraries. 100% of grant funds must be used for the acquisition of books in any format. Grant requests up to \$4,900 will be considered and also has a due date of September 30, 2020. The School District Library grant is currently open. The amount per student has been increased to 88 cents up from 75 cents and the minimum grant award was increased to \$850 up from \$750.

8. NEW BUSINESS

8.1 Equity, Diversity and Inclusion initiative

Ms. Brennan discussed the RAILS Board Equity, Diversity and Inclusion Committee draft charge. Board members, library member staff and RAILS staff will be included on the committee. A staff member from the RAILS Staff EDI Climate team will also participate on the committee. Ms. Brennan gave the RAILS Board Universal Services Committee and the RAILS Board Resource Sharing Committee as examples of the outline for the new EDI Committee. Typically there are two RAILS Board members on a committee but there can be more. The idea is to select from libraries that already have EDI initiatives as well as selecting libraries that do not currently have an EDI initiative. Ms. Hollister reported that she will attend an EDI staff meeting at Bloomington Public Library and will share some of the ideas from that meeting to the board. Ms. Brennan announced the EDI survey that is on the EDI Pulse Page on the RAILS website. The survey encourages libraries to contribute their EDI initiatives. Ms. Brennan will review the EDI Committee draft charge with the RAILS EDI consultant, Elizabeth “Biz” Lindsey Ryan to get her input. Ms. McHone-Chase suggested that Ms. Ryan be invited to attend the first few meetings to help guide the committee and to make suggestions on how to proceed successfully. All interested board members should reach out to Ms. Fister. The committee agreed the importance in finding the right people to be a part of the committee. Mr. Campbell will forward to Ms. Brennan an outline from an EDI program he attended with Girl Scouts. Ms. Brennan will continue to work on the charge and will report back to the board.

8.2 Privacy Policy for L2 users

Ms. Brennan reported that the privacy policy for L2 (Library Learning) users was updated. The original policy was approved by the RAILS Board in 2013 and changes needed to be made with the launch of the new L2. Changes include clarifying the roles

of groups and sponsors for events, added information about using event attendance history, private profiles and also the removal of any reference to payment processing. The new policy will be posted on the RAILS website along with the terms of service. Letters of agreements will be sent to the LLSAPs, Illinois Heartland Library System and the Illinois State Library for approval as advised by our attorney Ms. Nemec-Loise moved and Mr. Pointon seconded the motion. A roll call vote was taken. Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Teppen, Alex Vancina. Nays: none

Mr. Harris left the meeting at 2:05 p.m.

8.3 Board compliance with State and Federal Laws

Ms. Brennan reported that as part of the application for our System Area per capita grant, the RAILS board must certify to be in compliance with the laws listed on the memo written by our attorney. We have included this memo in our August meeting packet so that we are accurately representing the board in our application. If anyone would like further discussion on any of the statutes, we can add those to a later board agenda.

8.4 Update on filling academic seat

Mr. Campbell stated the board voted at our July meeting we voted to fill the academic seat by asking for nominations and then setting interviews with the Executive Committee. Ms. Brennan said that we received seven nominations and will have an Executive Committee meeting soon.

9. UNFINISHED BUSINESS

9.1 Board Committee Roster

Mr. Campbell (discussion only)

9.2 Executive committee election

Mr. Campbell stated that traditionally, if the past board president is still a member of the RAILS board, they are offered the position as the at-large member of the executive committee. Since he is still an active member of the board, Mr. Campbell asked that Paul Mills be elected to the position. Ms. McHone-Chase moved that Paul Mills be elected as the at-large member of the executive committee. Ms. Cox seconded and a roll call vote was taken. Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Teppen, Alex Vancina. Nays: none

10. BOARD DEVELOPMENT

Latest developments with COVID-19

Ms. Harris reported that RAILS started collecting data from libraries regarding their activities in light of the quarantine in March. Initially, libraries closing dates were the data collected. This expanded to reporting of virtual services, soft openings, drive-by services, etc. Members wanted to know what other members were doing and when. Mr. Halter reviewed

the reporting tool and its extensive data. He demonstrated the dropdown menu for a map of the service area results and showed the data filtering capabilities. Once members update their information, the older results are removed. The board members commented that it is a great tool for RAILS and members, and thanked Monica, Grant, Brian and Stacy for their work on this project

11. RAILS BOARD MEMBER REPORTS

Mr. Mills reported that Fountaindale library is an early voting site for the next election. Through an intergovernmental agreement with Will County, they along with other area libraries will also have drop off ballot boxes. Mr. Pointon said the White Oak Library District is expanding its school library card program and will issue over 17,000 cards to the community high school district in conjunction with the Fountaindale library. The cards for kids program during remote learning is crucial. Ms. Cox reported that the Illinois Courts are partnering with the Public Interest Legal Institute to bring user-friendly guides for filing civil appeals. She will share the information on listserves. Ms. Nemece-Loise started classes this week at the North Country Day School. All are excited to be back on the hybrid model and making the best of the difficult situation. Ms. McHone-Chase reported that NIU has scaled back their original reopen plans, with appointments for material pick up and most students are taking advantage of the online learning. Ms. Tepen reported that her East Moline school has also adopted a hybrid model and she is impressed with the students adapting to the new rules.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held on Friday, September 25 at 1 p.m. We will have the review of the Annual report draft and the EDI charge.

13. CLOSED SESSION

Mr. Campbell announced that the Board will move into closed session to discuss matters pertaining to personnel, as per *5 Illinois Compiled Statutes*, chapter 120, paragraph 2, section (c) 1, which states:

Exceptions. A public body may hold closed meetings to consider the following subjects: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The live stream stopped and non-board member zoom meeting participants were moved in a “waiting room” until the board votes to move out of closed session.

Mr. Pointon moved that the board to move into closed session for the exceptions stated above. Ms. McHone-Chase seconded and a roll call vote was taken. Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills,

Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Tepen, Alex Vancina.
Nays: none

14. ACTIONS IN FOLLOW-UP TO CLOSED SESSION

Ms. Nemec-Loise moved that RAILS staff proceed with salary adjustments per the recommendations from HR source. Ms. Tepen seconded and a roll call vote was taken.

Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Tepen, Alex Vancina. Nays: none

15. ADJOURN

The meeting was adjourned at 3:21 p.m.