

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, September 25, 2020 | 1:00 PM

Draft MINUTES**1. WELCOME AND INTRODUCTIONS**

Mr. Thomas Stagg, Vice President of the RAILS board called the meeting to order on Friday, September 25, 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: Thomas Stagg, Paul Mills, Scott Pointon, Becky Spratford, Alex Vancina

Telephone/Zoom: Sue Busenbark, Halle Cox, Percy Harris, Kris Kenney, Sarah McHone-Chase, Jenna Nemec-Loise, Beth Tepen, Alex Vancina

Absent: Michael Campbell

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan

East Peoria: Kendal Orrison

Illinois State Library: Gwen Harrison

Via Zoom: Monica Harris, Jim Kregor, Mark Hatch, Mary Witt, Anne Slaughter, Wes Smith, Joe Filapek, Ryan Hebel, Dan Bostrom, Emily Fister

4. PUBLIC COMMENTS

There were no public comments

5. ADOPTION OF THE AGENDA

Mr. Vancina moved for the adoption of the agenda. Mr. Pointon seconded and a roll call vote was taken: Ayes: Susan Busenbark, 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

6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES**6.1 RAILS Board Minutes****6.1.1 RAILS Board Minutes of August 25, 2020 Regular Board Meeting**

Ms. Nemec-Loise moved for the approval of the Minutes of the August 25, 2020 Board meeting. Mr. Pointon seconded and a roll call vote was taken: Ayes: Susan Busenbark, 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

6.1.2 RAILS Board Minutes of August 25, 2020 Closed Session Meeting

Ms. McHone-Chase moved for the approval of the Minutes of the August 25, 2020 Closed Session Board meeting. Ms. Cox seconded and a roll call vote was taken: Ayes: Susan Busenbark, 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

Percy Harris joined the meeting at 1:10 p.m.

6.2 RAILS Financial Report

Mr. Kregor reported the August 31, 2020 unassigned General Fund (\$13.0 million) cash and investment balances would fund an estimated 14.1 months of operations. Total General Fund revenues of \$994,452 through August were \$1,690,380 below budget primarily as RAILS received no APC Grant revenues (\$1,664,260). Total July General Fund revenues of \$886,448 were below budget primarily from lower APC Grant revenues (\$837,393). Total General Fund expenditures of \$2,139,503 through August were \$312,854 below budget due to lower expenditures in all major cost categories.

6.3 Approval of Expenditures – August, 2020

Mr. Kregor presented the expenditures report for the period ending August 31, 2020 in the amount of \$743,589.70. Mr. Vancina moved for the approval of the expenditures. Ms. Tepen seconded and a roll call vote was taken: Ayes: Sue Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina. Nays: none

7. REPORTS

7.1 Report from the RAILS Vice President

Mr. Stagg said that he truly appreciates teachers and school librarians as he is currently a college student using the library resources.

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Advocacy Committee – Jenna Nemec-Loise

Ms. Nemec Loise reported the committee met September 17, and discussed the details of the ILA virtual conference program, the ILA trustee forum plans, and had updates on the ILA Public Policy and Advocacy meetings. She said Deirdre Brennan will be the moderator of the ILA program on the library ecosystem, examining ways all types of libraries and governing authorities can advocate for school libraries, which will be held on Wednesday, October 21 at 3 p.m.

Ms. Brennan said in the future she would like the committee to discuss advocacy for special libraries and will be reaching out to Halle Cox for her assistance.

7.2.2 Consortia Committee - Paul Mills

The committee has not met.

7.2.3 Executive Committee – Thomas Stagg

The committee met to discuss the candidates for the RAILS board academic library seat. They will meet to interview candidates on October 5.

7.2.5 Policy Committee – Thomas Stagg

The committee has not met.

7.2.6 Resource Sharing Committee – Deirdre Brennan

Ms. Brennan reported the committee met and discussed how the pandemic has highlighted the importance of virtual resources and e-resource sharing. They reviewed their goals that were established last year: to increase statewide culture of resource sharing, improve awareness of resource sharing, and provide service to the unserved. All

agreed that they are making progress but will continue to work on the goals including education on the existence of resource sharing.

7.2.7 Universal Service Committee – Sue Busenbark

The committee has not met.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan drew attention to the LLSAP/Consortia reports in the RAILS report, which showcase how consortia utilize funding that the RAILS Board approves. She announced that the REALM studies continue. The latest discussions revolved around the library field questioning the hyper-focus of this testing since there are multiple other various ways that the virus can spread. Ms. Spratford suggested that the seven day item quarantine policy is overly cautious and there is enough scientific evidence at this point to support not going the full seven days. A few members agreed and it was pointed out that many libraries do not have the capability of operating under such strict measures in the same way that RAILS does. Ms. Nemecek shared that in her experience working in a school library, it is very helpful to have guidelines that she can refer to when having to make important decisions regarding students' safety. Mr. Harris suggested that a main issue is that libraries are in need of guidelines from the state that are specific to libraries. He relayed that he is trying to get his leadership at the Cook County Public Health to set up a webinar for libraries to ask their questions and receive answers from the state.

7.3.2 RAILS Service of the Month Report: The New L2 - Anne Slaughter

Ms. Slaughter announced the new L2, the Library Directory and Learning Calendar, successfully launched a few weeks ago. She thanked the Illinois State Library for funding and all RAILS staff who worked on the project, especially Mr. Brian Smith. She then provided a short tutorial of the new site for members.

7.4 Illinois State Library Report- ISL Staff

Ms. Gwen Harrison reported there are three programs currently being developed at the Illinois State Library. Cards for Kids program legislation is effective now, public library boards may now take action to offer eRead resources to nonresidents, and veterans with a service-connected disability of at least seventy percent will be exempt from paying nonresident fees. For any questions regarding those programs, Ms. Harrison suggested members contact Mr. Joe Natale. Ms. Harrison relayed there are several grant offerings for libraries. Among these are a PPE grant for Illinois Public Libraries and a Back to Books grant to provide \$4,900 to purchase books in any format for public and school library collections. She reported that libraries have experienced an increased demand for e-book access due to the pandemic. As a response, RAILS, IHLS, Chicago Public, and CARLI are each applying for a \$100,000 grant to purchase e-books for libraries at the consortia level.

8. NEW BUSINESS

8.1 Annual Audit FY2020 (action requested)

Jamie Wilkey, from the firm of Lauterbach & Amen, presented the single audit, annual financial report and management letter to the Board. She reviewed the management letter to the Board of Directors that summarizes the audit and stressed the “clean” or “unmodified” audit rating in the opinion section, which is the highest rating possible. RAILS had no adjustment to journal entries, which is a rarity in government accounting, and the firm has no recommendations for improvements. Ms. Wilkey said the finance team was well prepared and helpful. She stressed the detail on pages 4 and 5 of the management letter. The total net position for RAILS increased \$74,214 from the June 30, 2019 amount, primarily from an increase in General Fund earnings, and IMRF is 110% funded. Mr. Kregor pointed out the Statement of Activities, which recaps the expenses by program area and gives an idea of the size of each program. Ms. Spratford moved for the acceptance of the FY2020 audit; Mr. Pointon seconded and roll call vote was taken: Ayes: Sue Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Jenna Nemec-Loise, Sarah McHone-Chase, Paul Mills, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina. Nays: none

8.2 Annual Report (action requested) Deirdre Brennan

Ms. Brennan presented the RAILS Annual report that is submitted to the State Library every year. She highlighted the growth of the Explore More Illinois program, the six libraries receiving grants for LLSAP membership and an increase in catalog training. Member meet ups, Eread membership, training and deals and discounts all increased and became more important due to the pandemic.

Ms. McHone-Chase moved for the approval of the narrative report as part of the RAILS FY20 Annual Report submitted to the State Library. Ms. Cox seconded and a roll call vote was taken: Ayes: Sue Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina. Nays: none

8.3 Membership Change (action requested)

Mr. Bostrom presented the information for Arbor Park School District 145 in Oak Forest. The director Maureen Fako is interested in obtaining RAILS membership in order to access support of e-books, delivery, continuing education, and grants including Illinois State Library grants. Ms. Jenna Nemec-Loise moved to approve the Arbor Park school district for full membership in RAILS and request final approval from the Illinois State Library. Ms. Kenney seconded and roll call vote was taken: Ayes: Sue Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina. Nays: none

9. UNFINISHED BUSINESS

9.1 Equity, Diversity and Inclusion initiative

Ms. Brennan reported that the word “diverse” was omitted from the original charge and has now been added. Our EDI consultant and our executive team has reviewed the charge. Ms. Hollister has agreed to chair the committee.

Ms. Spratford moved for the approval of creating the EDI Committee and the draft

charge as presented. Mr. Vancina seconded and roll call vote was taken: Ayes: Sue Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina. Nays: none

10. BOARD DEVELOPMENT

Training, networking, and engagement opportunities for RAILS Board members

Mr. Filapek presented the training available for RAILS members highlighting trustee training and Short-takes for trustees which is great for new library board members. He reported that many RAILS webinars are recorded and can be accessed at any time.

<https://www.railslibraries.info/services/trustee>

Mr. Harris reported that he is the manager-elect of the ILA trustee forum. The forum maintains a continuing education program and information network for library trustees. He reviewed the responsibilities of the forum: <https://www.ila.org/forum/5/library-trustee-forum-ltf>. He has been part of the forum since 2017, though his current job with the Cook County Department of Public Health is taking a great deal of his time. He recommends subscription to the Trusty Trustee newsletter and attending trustee day at the ILA conference but encourages trustees to take advantage of all that the conference has to offer.

11. RAILS BOARD MEMBER REPORTS

Ms. Hollister shared that she is looking forward to beginning her efforts with the EDI Committee. In her preparation, she has reached out to Bloomington Public Library where they are including her in their monthly EDI meetings.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held on Friday, October 23 at 1 p.m. We will have the RAILS Quarterly Consortial Reports, the Census grant report, and a school library report from Jenna.

13. ADJOURN

The meeting was adjourned at 3:12 p.m.