

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, October 23, 2020 | 1:00 PM

Draft minutes

1. WELCOME AND INTRODUCTIONS

Michael Campbell, President of the RAILS Board called the meeting to order on Friday, October 23, 2020 at 1:00 p.m.

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, Alex Vancina

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

Absent: none.

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Mr. Campbell 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.

Burr Ridge: Deirdre Brennan, Monica Harris

East Peoria: Kendal Orrison

Illinois State Library: Greg McCormick, Karen Egan

Via telephone/Zoom: Jim Kregor, Mark Hatch, Mary Witt, Dan Bostrom, Anne Slaughter, Joe Filapek, Ryan Hebel, Amy de la Fuente, Jody Rubel, Emily Fister, Jennie Mills, Carolyn Coulter, Megan Millen, Brian Shepard

4. PUBLIC COMMENTS –

Megan Millen from the Joliet Public Library read a statement regarding the quarantine time for library materials. She requested the time be reduced in line with the current scientific information related to contamination in order to better serve patrons.

5. ADOPTION OF THE AGENDA

Ms. Nemec-Loise moved for the adoption of the agenda. Ms. McHone-Chase 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 September 25, 2020 Regular Meeting

Ms. Busenbark moved for the approval of the Minutes of the September 25, 2020 Regular Board meeting. Ms. Hollister seconded and a roll call vote was taken: Ayes: Susan Busenbark, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah

McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Beth Tepen, Tom Stagg, Alex Vancina. Nays: none. Abstention: Michael Campbell

6.1.2 RAILS Executive Committee Minutes- October 5, 2020

Mr. Mills moved for the approval of the Minutes of the October 5, 2020 Executive Committee meeting. Mr. Stagg seconded and a roll call vote was taken: Ayes: Michael Campbell, Dianne Hollister, Sarah McHone-Chase, Paul Mills, Tom Stagg. Nays: none

6.2 RAILS Financial Report

Mr. Kregor reported the September 30, 2020 unassigned General Fund (\$14.3 million) cash and investment balances would fund an estimated 15.5 months of operations. RAILS received a FY2020 Area and Per Capita (APC) grant payment of a little over \$1,6 million on the last day of the month, which is part of the general fund for FY2020. On October 1st, we received 5,362,500, the remaining outstanding payments. Total General Fund expenditures of 2,916,768 through September were \$332,588 below budget due to lower expenditures in nearly all cost categories.

6.3 Approval of Expenditures

Mr. Vancina moved for the approval of the expenditures for September 2020 in the amount of \$897,467.16. Ms. Spratford 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, Alex Vancina. Nays: none

7. REPORTS

7.1 Report from the RAILS President

There was no report

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Advocacy Committee

Ms. Nemec-Loise reported the committee did not meet in October in order to prepare the presentation, "The Library Ecosystem: Essential Collaboration Between Public and School Libraries and How To Do It" for the 2020 Illinois Library Association Conference. The focus of the session was how to make collaboration happen and ensure it is on the radar of school administrators, funders and trustees. The panel was comprised of Deirdre Brennan (moderator), Ms. Nemec-Loise, Mr. Campbell, Christy Semande, and Amy Walsh. The presentation was well attended. Topics discussed were school library trends and challenges, collaboration in theory and in practice, and how can we collaborate to advocate and advocate to collaborate. The Advocacy Committee will meet in early November.

7.2.2 Consortia Committee

Mr. Mills reported the committee met on October 19. Discussion included an update on eRead Illinois and RAILS Deals and Discounts. Mr. Mills commended Leila Heath for obtaining favorable pricing packages, resulting in savings for RAILS members. The success of the Deals and Discounts purchasing power is easily measured in monetary amounts. Ms. Brennan and Grant Halter reported on the annual library certification,

and the Illinois State Library reported on upcoming Per Capita grant application changes. The consortia discussion concerning the impact of COVID-19 highlighted the diversity of libraries serving unique communities with different needs and requirements.

7.2.3 Equity, Diversity and Inclusion Committee

Ms. Hollister reported the committee is still in the formation stage and has not met. Ms. Brennan and Ms. Hollister are in discussions on how to proceed with the opening of the committee. Almost forty people have expressed interest in the committee.

7.2.4 Executive Committee

The Executive Committee meeting report will be discussed later in this meeting.

7.2.5 Policy Committee

The committee has not met.

7.2.6 Resource Sharing Committee

The committee has not met.

7.2.7 Universal Service Committee – Sue Busenbark

The committee has not met.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

RAILS will be closed on Election Day, November 3, 2020. The decision to close was based on the Illinois State Library closing and how the law was written. Many RAILS staff presented at the Illinois Library Association annual conference - Anne Slaughter and Brian Smith (L2), Grant Halter (data), Ms. Brennan (Universal Service), Dan Bostrom (marketing campaigns). RAILS met with Illinois Heartland Library System (IHLS) and Consortium of Academic and Research Libraries in Illinois (CARLI), notifying them of RAILS' intent to change the quarantine period of library materials from 7 days to 3 days. Ms. Brennan noted this change results in a difference in policies across the state. The Illinois Department of Public Health (IDPH) has not supplied guidance on the quarantine policy.

7.3.2 RAILS Service of the Month Report: Census Report –Amy de la Fuente

Ms. de la Fuente recapped the census project. RAILS received two census grants. The FY20 grant awarded \$825,000 to work with 25 subrecipients consisting of libraries, county level agencies and non-profits within the collar counties. The FY21 grant awarded \$352,941 to work with five original subrecipients and support RAILS member libraries by providing promotional materials. The state assigned six hard-to-count populations for RAILS to focus on: Children 0-5, Older adults, Homeless, Renters, Young & Mobile (18-24), and Low Income. The primary responsibilities of RAILS was to support subrecipients through meetings, technical assistance, and promote idea and resource sharing. RAILS promoted the census via RAILS' communication channels, hosted webinars and round tables, connected other organizations to libraries, and hosted a legislative information meeting. Many partnerships were formed with a variety of organizations. Outreach events were held both in the libraries and off-site at as schools, faith organizations, community expos, homeless shelters. Census promotion was incorporated in library programming. Advertising campaigns were carried out using yard signs, bus advertising, billboards, mailers, newsletters. In mid-March, the libraries closed, putting an end to the planned events. Subrecipients

pivoted their work in creative ways. Poplar Creek Public Library entered and won a census video contest. RAILS partnered with BiblioBoard to create the Illinois Census 2020 E-Book Collection. Ms. de la Fuente shared photographs of the work that was done by the subrecipients. The census work resulted in many accomplishments. The census response rate in all of the counties we were tasked to work in surpassed the 2010 response rates. RAILS provided resources to assist thousands of Illinois residents to complete the 2020 census in over 33 counties. The work done by the subrecipients put a spotlight on libraries as community change makers and RAILS was introduced to 30 regional intermediaries across the state. Ms. de la Fuente thanked the staff of RAILS for their support throughout the project, specifically the Administrative, Delivery, Finance, Communications teams, Deirdre Brennan for her support and guidance, and the RAILS Board for agreeing to participate in the project.

7.4 Illinois State Library Report- ISL Staff

Greg McCormick stated the rumor of the State Library being closed down due to COVID-19 is not true. Karen Egan has not retired as Associate Director of Library Development at the State Library. The Public Library Per Capita Grant application due date is March 15, 2021. All public libraries should look for a notice from ISL announcing the availability of the application. The requirements for the program are focused on the two statutory items – 1) the tax rate required to establish as a public library, 2) progress toward meeting the standards most recently established by the Illinois Library Association. Mr. McCormick recommended libraries begin the process by reviewing each chapter and checklist to ease in navigating the application. There will be no further requirements as far as the continuing education program to fulfill the review of the library trustee facts file.

In response to the meeting that occurred last Wednesday and the discussion that occurred at the consortia meeting this week, the State Library and the State Archives have moved forward with request for IDPH to weigh in on quarantining and other guidelines. We hope for a response and further discussion.

8. NEW BUSINESS

8.1 Approval of recommendation of Executive Committee for appointment of Board Academic library representative

Mr. Campbell reported the Executive committee met on October 5 and interviewed three candidates to fill the vacancy of the Board Academic library seat. All of the candidates were highly qualified and impressive. The Executive Committee chose Jennifer McIntosh, Associate Dean of the Library at the College of DuPage to fill the position. Jennifer has been at COD for 12 years, 4 years as Dean, and has worked at Malcolm X College, Prairie State College, and Casper College in Wyoming. She has internship experience from with City of Chicago Office of Budget and Management, Chicago History Museum, and is the Chair of the Network of Illinois Learning Resources in Community Colleges. Jennifer would be filling the term of Gwen Gregory that ends July 1, 2023. Ms. McHone-Chase moved for the approval of recommendation of the Executive Committee to appoint Jennifer McIntosh to fill the academic library seat of Gwen Gregory. Ms. Hollister 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 Nemece-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Alex Vancina. Nays: none

8.2 Discussion of use of Consent Agenda and voting procedures

Mr. Campbell reviewed the memo regarding changes in the agenda and how roll call votes are conducted. He requested that the president be called last in all votes. Ms. Brennan reported that any item may be removed from the consent agenda by a motion by any board member. Mr. Mills moved for future board agenda to include consent items and to utilize the rotating roll call system with the president voting last. Ms. Spratford seconded and a roll call was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemece-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Alex Vancina. Nays: none

8.3 Intergovernmental Agreement with PrairieCat for IMRF membership

Mr. Kregor gave a brief history regarding the relationship between RAILS and PrairieCat. PrairieCat became independent of RAILS two years ago and became ineligible to continue membership in IMRF. At this time, IMRF is stating they can become members through this IGA where RAILS provides a first guarantee of payment should PrairieCat default. Ms. Coulter thanked the board for this opportunity and consideration and emphasized that this would help with employee recruitment and retention. Ms. Brennan said the agreement had been reviewed by the RAILS attorney. Mr. Mills moved for the approval of the Intergovernmental Agreement with PrairieCat for IMRF membership. Mr. Vancina seconded and a roll call was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemece-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Alex Vancina. Nays: none

8.4 Membership Change

Mr. Bostrom presented the information for the Ladd School who was referred by the State library for membership so that they were eligible for state funding. Ms. Nemece-Loise moved for the approval Ladd School District 94 for RAILS membership and request final approval from the Illinois State Library. Mr. Pointon seconded and a roll call was taken: Ayes: Susan Busenbark, Michael Campbell, Halle Cox, Percy Harris, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Paul Mills, Jenna Nemece-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Alex Vancina. Nays: none

9. UNFINISHED BUSINESS

9.1 Board members and committees

Mr. Campbell presented the list of committees and members and said the list should show Dianne Hollister as the chair of the EDI committee. Ms. Brennan said that she appreciates the participation and enthusiasm of the board members and wants to make sure all are happy with their appointments.

9.2 Length of quarantine of materials in delivery

The board discussed the changes of length of quarantine time for delivery materials. Ms. Brennan said the different entities were trying to establish a statewide time frame, but in the end could not agree. The RAILS quarantine time will be shortened to three days. Mr.

Mills said, and other board members concurred, that there was no need to vote due to this decision being an operational one.

10. BOARD DEVELOPMENT

10.1. Rails Board Member Reports:

School Libraries-Trends & Challenges

Ms. Nemece-Loise presented on the trends in school libraries: 1. Need is increasing; 2. Number of qualified school librarians is decreasing and 3. School library advocacy is becoming more challenging, difficult, and imperative. She discussed the challenges facing school libraries including staffing: replaced by technicians and paraprofessionals not qualified librarians; rank & status: many school librarians are not regarded as educators by peers or administrators; and funding: Lack of funding at district, state, and national levels impacts schools' ability to hire qualified school librarians and maintain effective school library programs. Opportunities to assist school libraries include - continue partnerships, educate staff and board members, and continue a clear message on the importance of school libraries to non-library audiences.

11. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held on Friday, November 20 at 1 p.m. It is the 3rd Friday of the month due to the Thanksgiving holiday. Grant Halter will present on Measuring the Impact of RAILS Programs/Services on Members, and Halle Cox will report on trends and challenges for Special libraries.

12. ADJOURN

The meeting was adjourned at 2:56 p.m.