

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, February 26, 2021 | 1:00 PM

**Minutes**

1. WELCOME AND CALL TO ORDER

Mr. Michael Campbell, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, February 26, 2021 and welcomed all attendees.

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: Sue Busenbark, Thomas Stagg, Dianne Hollister

Telephone/Zoom: Halle Cox, Kris Kenney, Sarah McHone-Chase, Jennifer McIntosh, Jenna

Nemec-Loise, Beth Tepen

Absent: Percy Harris

3. RECOGNITION OF GUESTS

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, Gwen Harrison

Via telephone/Zoom: Anna Duff, Jody Rubel, Jim Kregor, Brian Smith, Ryan Hebel, Joe Filapek, Dan Bostrom, Mark Hatch, Mary Witt, Anne Slaughter, Nicole Zimmermann, Emily Fister

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

5. CONSENT AGENDA –

5.1 Adoption of the Agenda

5.2 Approval of RAILS Board Minutes of January 15, 2021 Regular Meeting

5.2.1 Approval of Closed Session Minutes –January 15, 2021

5.3 Approval of Expenditures: January, 2021 – Jim Kregor

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

6. RAILS Financial Report

Mr. Kregor reported the total General Fund revenues of \$8,685,249 through January were \$1,125,370 above budget as we received Area and Per Capita (APC) Grant payments of \$1,614,386 on September 30 (FY2021) and \$5,362,500 on October 1 (last of FY2020). Total General Fund expenditures of \$6,769,240 through January were \$734,420 below budget due to lower expenditures in nearly all major cost categories.

## 7. REPORTS

### 7.1 Report from the RAILS President

There was no report.

### 7.2 RAILS Board Committee Reports

#### 7.2.1 Advocacy Committee

Ms. Nemec-Loise reported that topics covered at the last Advocacy meeting were future ILA meetings focused on partnerships between high school librarians and academic librarians to help students transition to college. She mentioned fostering AISLE, RAILS, and Heartland partnerships and touched on the significance of E-resources as a common ground for all libraries. The committee is looking into collecting data on school libraries to better serve school library members. Ms. Nemec-Loise stated another next-step will be attending legislative meet up discussions.

#### 7.2.2 Consortia Committee

There was no report.

#### 7.2.3 Equity, Diversity and Inclusion Committee

Ms. Hollister reported that her last committee meeting entailed discussion on committee training and developing a learning plan focused on baseline learning and terminology. She said a list of instructional learning ideas will be created, and a list of short articles and TED talks will be included next steps for the committee encompass creating three subcommittees with specific EDI tasks.

#### 7.2.4 Executive Committee

The Committee has not met.

#### 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

At their last meeting, Ms. Busenbark said the Universal Service Committee welcomed new members and went over the RAILS Pulse Page and talking points created to aid libraries in responding to tax-related questions. She relayed that Mr. McCormick provided updates on legislation for expanding services, such as Cards for Kids. There was also conversation about helping nonresident families reduce card fees through tax formula methods. Ms. Brennan added that the topic of community colleges' role in serving the unserved was also addressed.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Ms. Brennan announced the quarantine time for library items has been reduced to twenty-four hours. She talked about the new Data Pulse page on the website. Ms. Brennan said

that she and Ms. Harris are attending legislative meetups and networking meetings. She said certification is ongoing and many proposals for the My Library Is... grants have been received.

#### 7.3.2 RAILS Service of the Month Report: Update of RAILS EDI Initiatives

Mr. Filapek talked about work of the RAILS climate team to make RAILS more equitable and inclusive. Ms. Harris announced that priorities of EDI subcommittees have been established and more details about EDI efforts can be found on the RAILS pulse page.

#### 7.4 Illinois State Library Report

Mr. McCormick reported the request for increased funding of public libraries and schools was included in the governor's state of the state and budget address. He said a reminder was sent to public libraries that have not submitted applications for per capita grants. The due date for public library construction grant applications is April 15, 2021. He said Galesburg Public Library has received their construction grant funding. Regarding system funding, he said federal funding for each library system will be in the state's clearing accounts next week.

### 8. NEW BUSINESS

#### 8.1 Deferred expenditures in FY 2021 budget

Ms. Brennan reviewed the memo regarding deferred expenditures in FY 2021 budget. The May 2020 board budget presentation included a plan to delay expenditures by taking a number of actions, specifically, no salary increases, no vehicle purchases, a hiring freeze, delaying major purchases such as new laptops, and re-examining our travel budgets. The actions resulted in our General Fund expenditures through January being \$734,420 below budget due to lower expenditures in nearly all major cost categories. Mr. Mills moved for the approval for purchasing the laptop computers and for implementing the 3% cost of living increase for all employees retroactive to July 1, 2020. Ms. Cox seconded and the motion was unanimously approved on a roll call vote: Ayes: Susan Busenbark, Halle Cox, Dianne Hollister, Kris Kenney, Sarah McHone-Chase, Jennifer McIntosh, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Tom Stagg, Beth Tepen, Alex Vancina, Michael Campbell. Nays: none

#### 8.2 Advocacy for Statewide Database Purchase

Ms. Brennan informed members that RAILS would like to put forward the Statewide Database package for funding this year. Funding for a statewide database purchase of a suite of databases to be decided by a committee of Illinois libraries would also be available to unserved residents. She pointed out that it would help all types of libraries and added that Illinois is one of only two states in the country that does not have it. Mrs. Brennan said RAILS has decided to put this forward and ask committee members for their support. Discussion in favor of supporting the funding ensued. Mr. Pointon moved for the approval of Resolution 2021-01 Support for the Funding of a Statewide database package. Ms. Spratford seconded and a roll call was taken: Ayes: Kristine Kenny, Sarah McHone-Chase, Jennifer McIntosh, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Sue Busenbark, Halle Cox, Dianne Hollister, Michael Campbell. Nays: None. The motion carried.

#### 8.3. LLSAP support

Ms. Brennan talked about the formula RAILS has created over the years that shows what the different metrics are based on RAILS values of resource sharing, equity, and being good stewards of tax dollars. She said while there are 383 member libraries in LLSAPS there are 706 libraries not in LLSAPs that RAILS still must support. She referred to the LLSAP document in the meeting packet and pointed out funding RAILS has provided to help libraries join LLSAPS. Ms. Slaughter said she is available to answer questions and talked about how many libraries joined LLSAPS.

#### 8.4 OSHA complaint

Ms. Harris announced that RAILS received news of a complaint made to OSHA about safety conditions at the East Peoria service center on Feb 8, 2021. Ms. Harris and Mr. Hatch worked together to address the issue. This resulted in the addition of health self-assessment questionnaires stationed at all RAILS service center entries. Ultimately, OSHA issued a letter confirming compliance with safety regulations and closing the investigation

### 9. UNFINISHED BUSINESS

#### 9.1 Board engagement survey

Ms. Brennan said that 10 board members have responded to the survey. She asked that the remaining board members complete the survey and the results will be posted on the board members portal.

#### 9.2 Board election and nominating committee

Ms. Brennan reported that Mr. Campbell has appointed Kathy Parker, former RAILS Board member as the chair of the nominating committee. Other members include Rosie Camargo, Patrice Johnson and Dave Della Terra, and one more person to be appointed. The committee will be brainstorming ideas for recruiting more diverse candidates for the board.

#### 9.3 Delivery RFP process

Ms. Harris reported that RAILS had been working with Delivery Consultant Greg Pronevitz to create an RFP for providing library sorting and delivery services. RAILS is using and updating the original 2013 Request for Proposal, and including updated best practice and technical developments for the current age. The process includes a virtual meeting with potential vendors, a written question and answer period, and a staff review period.

### 10. BOARD DEVELOPMENT

#### Academic Libraries: Trends and Challenges

Ms. McHone Chase and Ms. McIntosh reported that there are 206 degree-granting institutions statewide, 93 of those are independent non-for profits. Ninety percent of the Illinois higher education students, faculty, and staff are served by the 129 member libraries of CARLI (Consortium of Academic and Research Libraries in Illinois). Some of the common issues faced by Academic Libraries are the non-universal solutions for research sharing based on different types of materials and formats; collections based on current curriculum vs. research; creating equity in accessibility and technology; and mission creep when the library or its funds are used for non-library purposes. The pandemic has brought its own issues with the need for increase of online services without an increase in funding. In the pandemic, there is still a need for study rooms, as well as the loaning of hot spots and computers.

11. RAILS BOARD MEMBER REPORTS

There were no reports.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next board meeting will be held on Friday, March 26, 2021 at 1:00 p.m. Items for the agenda include an update on RAILS member engagement and a report of the unserved populations.

13. ADJOURN

The meeting was adjourned at 3:15 p.m.