

RAILS Special Board Meeting  
Orientation Session Agenda  
July 30, 2021  
9:00 a.m.-12:00 noon

1. CALL TO ORDER AND ROLL CALL
2. WELCOME AND INTRODUCTIONS – Deirdre Brennan
3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS POWERPOINT – Deirdre Brennan & RAILS Staff
4. BREAK
5. RAILS BOARD ENGAGEMENT – Deirdre Brennan
  - 5.1 February 2021 Board Engagement Survey Results
6. RAILS BOARD MEETINGS 101 – Deirdre Brennan & Emily Fister
  - 6.1 Where to Attend
  - 6.2 Travel Reimbursement Form
  - 6.3 How to Participate and Contribute in Board Meetings
  - 6.4 Videoconference Locations and Sensitive Microphones
7. EMAIL ACCOUNTS FOR RAILS BOARD MEMBERS – Deirdre Brennan & Emily Fister
  - 7.1 Why a Separate Account is needed
  - 7.2 Importance of Checking Email Regularly and Responding Promptly
  - 7.3 Adhering to Open Meetings Act – Don't "Reply All"
    - 7.3.1 Open Meetings Act Certification
8. Q&A/OPEN DISCUSSION
9. ADJOURN