

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, July 30, 2021 | 1:00 PM

MINUTES

1. WELCOME AND CALL TO ORDER

Thomas Stagg, Vice President of the RAILS Board, called the meeting to order at 1:00 p.m. on Friday, July 30, 2021 at the RAILS Burr Ridge service center.

2. ROLL CALL OF RAILS BOARD MEMBERS

Fister called the roll of the RAILS Board members:

RAILS Burr Ridge: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Jenna Nemecek-Loise, Scott Pointon, Patricia Smith, Thomas Stagg, Beth Teppen, Alex Vancina, Karen Voitik

Absent: Halle Cox, Becky Spratford

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Monica Harris, Jim Kregor, Mark Hatch, Anne Slaughter, Mary Witt, Leila Heath, Joe Filapek, Ryan Hebel, Sharon Swanson, Cindy Fesemyer, Wesley Smith, Emily Fister- minute taker.

Illinois State Library: Gwen Harrison, Joe Natale

Zoom: Grant Halter, Stephanie Chase

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

5. OATH OF OFFICE AND ELECTION OF OFFICERS – Thomas Stagg

5.1 Newly Elected Board Members - Oath of Office

Newly elected board members: Alice Creason, Robin Helenthal, Patricia Smith, Thomas Stagg and Karen Voitik stood and recited the oath of office and were welcomed to the RAILS board.

5.2 Election of Officers

Stagg asked for nominations from the floor for officers for the RAILS Board. Busenbark moved that the slate of officers recommended by the nominating committee be approved. Nemecek-Loise seconded and the following slate was unanimously approved:

President: Thomas Stagg; Vice President: Alex Vancina; Treasurer: Scott Pointon; Secretary: Jennifer McIntosh.

6. CONSENT AGENDA – Thomas Stagg

6.1 Adoption of the Agenda

6.2 RAILS Board Minutes of June 18, 2021 Regular Meeting

6.3 Approval of Disbursements: June, 2021 – Jim Kregor

6.4 RAILS Board meeting schedule for FY 2022

Pointon moved for the approval of the consent agenda. Kenney seconded and motion was unanimously approved. Creason noted Percy Harris was listed in a roll call vote but was not present at the meeting for the June 18 meeting minutes. Fister said she would make the change.

7. RAILS Financial Report

Kregor gave a brief overview of the sections included within the financial report. Through June, revenues were well above budget as we have received the entire year's Area and Per Capita Grant (APC) payments, plus over \$5.3 million of payments pertaining to the FY2020 award. Expenditures were \$627,388 below budget due to expenditure deferrals and savings resulting from pandemic restrictions. General Fund revenues exceeded expenditures by \$5,895,393 due to the above revenue and expense factors. No expenditures from the Capital Projects Fund occurred during FY2021. All budgeted expenditures (\$50,000) were deferred until FY2022. The June 30, 2021 unassigned General Fund (\$20.9 million) cash and investment balances would fund an estimated 21.8 months of operations.

8. REPORTS

8.1 Report from the RAILS President

No report, but announced the board will be going into closed session.

8.2 RAILS Board Committee Reports - Committee Chairs

8.2.1 Advocacy Committee - Jenna Nemec-Loise

No report, but further discussion about the advocacy committee in unfinished business portion of the meeting.

8.2.2 Consortia Committee - Thomas Stagg

Anne Slaughter noted a change that Dawn Bussey, SWAN Consortium representative will replace Aaron Skog's on the working group.

8.2.3 Equity, Diversity and Inclusion Committee - Dianne Hollister

Subcommittees met and will report more at the September board meeting after the whole committee has met.

8.2.4 Executive Committee - Thomas Stagg

No report, committee did not meet.

8.2.5 Policy Committee - Thomas Stagg

No report, committee did not meet.

8.2.6 Resource Sharing Committee - Monica Harris

No report. Next meeting August 9.

8.2.7 Universal Service Committee – Sue Busenbark

No report. Next meeting September 9.

8.3 RAILS Reports

8.3.1 RAILS Monthly Report

Brennan highlighted key areas of the RAILS monthly report. RAILS Staff are working on succession planning as Jim Kregor is retiring Director of Finance and Human Resources, January 2022. Anne Slaughter, RAILS Director of Technology Services reported on a catastrophic network outage on July 22. Slaughter reported on steps taken to restore the network and services and evaluation of the hardware failure. She noted learning points and plans to transition to cloud-based services where appropriate and to rework emergency disaster recovery protocols.

8.4 Illinois State Library Report- ISL Staff

Gwen Harrison stated the Annual Per Capita Grant Report forms will be sent out to systems. She announced grants available to libraries and systems through the American Rescue Plan Act are listed on the Illinois State Library's website. Joe Natale shared that the Non-resident rules are now published. He highlighted changes in the definition of student and qualifications for veteran disability fee waiver.

9. NEW BUSINESS

9.1 Board Committee Assignments

Stagg discussed that there are empty positions on several of the Board committees. Stagg asked if anyone would like to volunteer, they could do so now, or send him an email. Alex Vancina volunteered to be the FOIA officer, Scott Pointon volunteered to be the OMA officer, Robin Helenthal and Alice Creason volunteered for the Advocacy Committee.

9.2 RAILS Board vaccination and mask policy

Brennan reported that it was suggested at the last board meeting that the board also follow the RAILS staff Voluntary COVID-19 Vaccination Policy. Smith moved and Hollister seconded that the RAILS Board adopt the Voluntary COVID-19 Vaccination Policy. The motion was unanimously approved.

9.3 Election of at large member to Executive Committee

Stagg requested to move this item to the next board meeting.

A 15 minute break was taken.

10. UNFINISHED BUSINESS

10.1 Executive Director Goals FY 2022

The Executive Director goals are organizational and related to RAILS' major initiatives. Brennan noted the emphasis on school libraries, stewardship, and reorganization of the Finance Department. The goals are not listed in any particular order. McIntosh inquired about progress reporting and board members agreed Brennan would provide quarterly reports on the progress toward the Executive Director goals. McIntosh moved and Voitik seconded for the approval of the Executive Director Goals FY 2022. The motion was unanimously approved.

10.2 Universal service committee recommendation

Brennan explained while the Illinois Library System Act states it is the job of the library system to expand library service to the unserved, the issue is not something that RAILS alone can solve. The RAILS Board Universal Service committee requests the RAILS Board make a statement asking the Illinois State Library take leadership on this role and bring together stakeholders to develop an overall strategy. RAILS has focused on incremental projects, but realizes the need for a bigger picture approach to the project. Greg McCormick, Director of the Illinois State Library, will be invited to participate in future RAILS Board Universal Service committee meeting. McIntosh stated the Universal Service committee plans to work with Illinois Heartland Library System (IHLS) to develop a shared

vision and better understanding of the needs of the unserved across the state. Smith stated, and Brennan agreed, a joint statement from RAILS and IHLS is the goal.

10.3 Strategic Planning Update Harris introduced consultants Stephanie Chase and Cindy Fesemyer from Constructive Disruption, LLC who will work with RAILS in the development of the strategic plan. The consultants detailed their library and consulting experience and then outlined the process that will be used to develop the strategic plan. The stakeholder team will be comprised of RAILS staff, library member representatives and RAILS Board members. The process will be member focused, offering multiple modes of participation such as town hall meetings, interviews and focus groups. The Core Values of the International Association of Public Participation (IAP2) will be incorporated into the plan. The role of the RAILS board members is to bring their expertise to the plan, advocate, be part of a stakeholder group, and participate in engagement sessions and town hall meetings. Next steps for board members is to brainstorm a list of stakeholders. A draft of the strategic plan is expected to be delivered in early 2022.

10.4 Board Visibility Plan

Brennan explained that due to the low voter turnout of the recent RAILS board election, a plan was developed to increase RAILS member awareness of board responsibilities and activities. The plan outlines the actions RAILS will undertake: 1) spearhead establishment of Trustee University, 2) Meet the Board events, 3) provide talking points, 4) focus on Social Media presence and 5) examine the makeup of the RAILS board. It is RAILS' position that the requirement that the majority of members represent public libraries is a deterrent to having a more diverse candidate pool and greater representation of all library types. McIntosh requested a list of libraries by type be distributed to board members to aid in introducing themselves to the libraries. Brennan noted board members represent all RAILS libraries.

10.5 Revised Advocacy Committee Charge

Brennan and Nemeć-Loise request a revision to the Advocacy committee charge that was revised at the June 18, 2021 board meeting. It was determined that the requirement of a maintaining a minimum membership of 10 with four board members was not practical. The revised charge reduces the minimum requirement to two board members and is in line with other RAILS committee charges. Pointon moved and Smith seconded to approve the revised Advocacy Committee Charge. The motion was unanimously approved.

11. RAILS BOARD MEMBER REPORTS

Pointon reported that on August 28th, White Oak Library District is holding a large outdoor event called the Dog Days of Summer. It is the largest dog-themed adoption event at a library in the U.S.

12. MEETING RECAP and AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next RAILS Board meeting will be held on Friday, August 27, 2021 at 1 p.m. Agenda topics include RAILS Delivery and Statewide Delivery Service, and an overview of the Illinois State Library services. Brennan said there will be more discussion around Committees, RAILS strategic planning, and possibly a new policy regarding vaccination.

13. CLOSED SESSION

Stagg stated: 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: 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.

Nemec-Loise moved to go into closed session to discuss matters pertaining to personnel. Hollister seconded and a roll call vote was taken: Ayes: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Jenna Nemec-Loise, Scott Pointon, Patricia Smith, Thomas Stagg, Beth Tepen, Alex Vancina, Karen Voitik. Nays: None.

Smith moved to move back into open session, Creason seconded and a roll call vote was taken: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Jenna Nemec-Loise, Scott Pointon, Patricia Smith, Thomas Stagg, Beth Tepen, Alex Vancina, Karen Voitik. Nays: None

14. ACTIONS IN FOLLOW-UP TO CLOSED SESSION

None.

15. ADJOURN

The meeting was adjourned at 3:18 p.m.