

RAILS Special Board Meeting  
Orientation Session  
Friday, July 30, 2021  
9:00 a.m.  
Draft MINUTES

1. CALL TO ORDER AND ROLL CALL

Thomas Stagg called the meeting to order at 9:03 a.m. on Friday, July 30, 2021.

The following board members were present: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Jennifer McIntosh, Patricia Smith, Thomas Stagg, Beth Tepen, Alex Vancina and Karen Voitik

Absent: Halle Cox, Kris Kenney, Jenna Nemece-Loise, Scott Pointon, Becky Spratford

Guests: Deirdre Brennan, Monica Harris, Mary Witt, Mark Hatch, Jim Kregor, Anne Slaughter, Leila Heath, Joe Filapek, Dan Bostrom, Ryan Hebel, Wes Smith, Sharon Swanson, Cindy Fesemeyer and Emily Fister

Via Zoom: Grant Halter

2. WELCOME AND INTRODUCTIONS

Brennan welcomed all attendees and the each board member each gave a brief description of their library association and their history with RAILS.

3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS POWERPOINT

RAILS staff members presented a PowerPoint on RAILS.

4. BREAK

The board and staff took a 15 minute break.

5. RAILS BOARD ENGAGEMENT

5.1 February 2021 Board Engagement Survey Results

Brennan said RAILS has implemented some changes suggested by Board members as a result of the survey done in February. She talked about the calendar addition which is now part of the monthly report and includes ILA events and legislative meetups so new board members know what to expect month by month. Brennan said she added a megaphone symbol in the report to highlight examples of advocacy topics. Additional changes include taking breaks in meetings, providing written committee reports, and added networking opportunities. Staff thanked the board for their honest input and agreed that follow up to the survey will be done in the next year.

6. RAILS BOARD MEETINGS 101

6.1 Where to Attend

Brennan said the dates for the board meetings for the next fiscal year will be voted on at the board meeting. In the past members have traveled to different locations throughout our service area to have networking lunches prior to the meeting and invite local members to attend. We are assuming the board will want to resume these meetings but Covid restrictions will really be dictating those plans. We need a quorum to hold meetings. We have a Policy on Meetings via Electronic Means that is included in

your packet. Since RAILS covers a large geographic area, the Open Meetings Act allows library systems, to permit board and committee members to attend meetings by other means than physical presence. However, a quorum must be physically present in accordance with the Open Meetings Act. If you cannot attend in person, any Administration team member can assist in making sure you are in a position to be counted in the quorum.

#### 6.2 Travel Reimbursement Form

Fister informed Board members that when they are traveling to attend a meeting the mileage cost is reimbursable. She emailed everyone the form that they would fill out and return to her. It is then sent to the finance department and reimbursement is sent in the mail. Please include your home address on the form.

#### 6.3 How to Participate and Contribute in Board Meetings

Fister said that an annotated agenda is created for the Board president and/or Committee chair as a guide for the meetings. The chair will ask for a motion and a second, anyone can respond “so moved (name)”, then another person can reply, “second (name)” and the chair will ask for discussion or a vote. After a report, staff and board members will ask if there are any questions. All board members are free to ask questions at any time during the meetings.

#### 6.4 Videoconference Locations and Sensitive Microphones

Fister said that RAILS meeting rooms are well equipped with video and audio. When the green light is on the microphones pods that are on the table, everything said, every cough, and every rustle of paper will be picked up, heard and recorded for all to hear. She noted it is not a good idea to have side bar discussions during a meeting, as it is distracting and often picked up by microphones as well.

### 7. EMAIL ACCOUNTS FOR RAILS BOARD MEMBERS

#### 7.1 Why a Separate Account is Necessary

Fister said that all RAILS Board member correspondence with RAILS staff will be through the RAILS board email address. This is to ensure no conversations with two, three, or more board members take place. All email exchanges related to your board service are subject to FOIA (Freedom of Information Act) disclosure. Board members have a RAILS email address to use for all RAILS Board business for this reason. In the event of a FOIA request, our IT department will download the emails and submit them. If you are using a separate email address, work or personal, you would personally need to go through all those emails and submit them.

#### 7.2 Importance of Checking Email Regularly and Responding Promptly

Brennan announced that one of the most important things for board members is to respond promptly to emails. She told members to please check their email regularly and added that RAILS IT can help members configure it so it is easier to access. She said meeting quorums and meeting date changes are important to pay attention to. Fister

said you will hear from her and her admin team often, and it is crucial to establish quorums to know where you will be attending a meeting.

### 7.3 Adhering to Open Meetings Act – Don't "Reply All"

Brennan said members are not able to "reply all." The email will not go through and Fister will be notified. Fister said this serves as protection for Board members from violating the Open Meetings Act. If you would like to get information to other RAILS board members, please send to Emily, Deirdre or Admin staff and they will forward.

#### 7.3.1 Open Meetings Act Certification

The webpage for the Illinois attorney general's offices are down. They have this note posted: The PAC web page is presently being repaired, therefore the OMA electronic training, as well as the Freedom of Information Act electronic training, are inaccessible. If you have the certification, you can send to Emily. Otherwise we will keep you information of when the site is available for training.

## 8. Q&A/OPEN DISCUSSION

Brennan said that board members can also use of the buddy system; having a veteran board member to guide them through the ins and outs of the RAILS board. Hollister said that she found having a mentor her first year as a member to be very helpful. Stagg also reiterated the importance of answering emails as well as doodle polls asking for meeting availability.

## 9. ADJOURN

Stagg thanked everyone for their attendance and said he always learned something new at the orientation meeting. The meeting was adjourned at 10:43 a.m.