

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, August 27, 2021 | 1:00 PM

MINUTES

1. WELCOME AND CALL TO ORDER

Thomas Stagg, President of the RAILS Board, called the meeting to order at 1:00 p.m. on Friday, August 27, 2021 at the RAILS Burr Ridge service center.

2. ROLL CALL OF RAILS BOARD MEMBERS

Rubel called the roll of Board members

Burr Ridge: Halle Cox, Alice Creason, Dianne Hollister, Jennifer McIntosh, Scott Pointon, Patricia Smith, Becky Spratford, Thomas Stagg, Alex Vancina, Karen Voitik

Coal Valley: Beth Tepen

East Peoria: Sue Busenbark, Robin Helenthal

Absent: Kris Kenney, Jenna Nemec-Loise

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Monica Harris, Mark Hatch, Ryan Hebel, Jim Kregor, Stacy Palmisano, Jody Rubel, Sharon Swanson

East Peoria: Kendal Orrison

Illinois State Library: Greg McCormick

Telephone/Zoom: Cindy Fesemyer, Joe Filapek, Leila Heath, Mary Witt

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

5.1 Adoption of the Agenda

5.2 RAILS Board Minutes of July 30, 2021 Orientation Special Meeting

5.3 RAILS Board Minutes of July 30, 2021 Regular Meeting

5.4 RAILS Board Minutes of July 30, 2021 Closed Session Meeting

5.5 Approval of Disbursements: July, 2021 – Sharon Swanson

Pointon moved for the approval of the consent agenda. Creason seconded and a roll call was taken: Ayes: Susan Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Dianne Hollister, Jennifer McIntosh, Scott Pointon, Patricia Smith, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Karen Voitik. Nays: none. The motion carried.

6. RAILS Financial Report

Swanson reported July revenues were \$797,491 below budget as no Area and Per Capita Grant (APC) payments were received. The payments are budgeted evenly throughout the fiscal year, but are received intermittently from the State. Expenditures were \$146,205 below budget, as many expenditures made during July pertain to the prior fiscal year and are charged accordingly. The July 31, 2021 unassigned General Fund (\$20.0 million) cash and investment balances would fund an estimated 20.8 months of operations.

7. REPORTS

7.1 Report from the RAILS President

Stagg noted that the Resource Sharing had a meeting scheduled, but lacked a quorum on August 9 and could not move forward.

7.2 RAILS Board Committee Reports

7.2.1 Advocacy Committee

There was no report.

7.2.2 Consortia Committee

There was no report.

7.2.3 Equity, Diversity and Inclusion Committee

There was no report.

7.2.4 Executive Committee

There was no report.

7.2.5 Policy Committee

There was no report.

7.2.6 Resource Sharing Committee

There was no report.

7.2.7 Universal Service Committee

No report.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Harris called attention to L2 where a list of RAILS libraries by type can be found. <https://librarylearning.org/> An Illinois statute changed to allow for an increase in the Schools Per Capita grant allocation with the minimum award of \$850. Harris noted positive results in census data in areas where the Census grant was heavily promoted in the Chicago area collar counties. She thanked RAILS staff and participating libraries in their efforts. Harris noted the masking procedures have changed and staff and visitors are asked to follow current health department guidelines. RAILS staff are reviewing in-person meeting procedures. In-person meetings at service centers are limited due to capacity reasons and all CE events are remaining online. Harris stated RAILS Staff will continue to communicate legal meeting requirements and if remote participation is possible.

7.3.2 Service of the Month: RAILS Delivery and Statewide Delivery Service

Hatch gave a report on delivery operations. Delivery operations uses a hybrid model that consists of in-house delivery and an outsourced delivery contractor. RAILS is a service provider for the CARLI contract since 2015, which encompasses delivery mostly to academic libraries. In-house sorting processes uses a pod method to minimize the touching of materials. Material sorted at the contractor facility is by an automated material handling system. Volume is gradually returning to pre-pandemic numbers. Hatch noted the advantages to the different types of vehicles in the fleet and the miles driven each year. Hatch explained the staff shifts and routes are organized to ensure a 24-hour turn around in most instances. Mail service is offered to libraries with low volume and or very rural areas. Hatch explained the routing logistics of exchanging materials at the RAILS hubs and the IHLS Champaign hub. RAILS has partnered with

GeoMark, formerly LASA, from Southern Illinois University to study efficiencies and will continue to do so to evaluate future potential options. Recently four RFP responses for delivery service were received and are now in the evaluation process. RAILS staff are investigating in-house developed electronic delivery log software.

7.4 Illinois State Library Report

McCormick shared the Illinois State Library has partnered with GeoMark to map Census data and more information available soon. The final filing for Cards for Kids, Non- Resident, and Veterans exemption was finalized. A FAQ is forthcoming on the ISL website. ISL Staff in the midst of 300 reviewing American Rescue Plan Act grant applications. Systems would receive FY2022 Expenditure Plan soon for release of awards. McCormick noted public and school libraries should be receiving awards from the state. The FY2022 School Per Capita grant application are due October 15.

8. NEW BUSINESS

8.1 Membership change

Witt asked the board recommend full membership for St. Francis of Rome school, Cicero, Illinois. Dan Bostrom, RAILS Member Engagement Manager met with the librarian online. The librarian has revamped the library and is committed to growing the library. The librarian previously worked for a RAILS library and familiar with all that RAILS offers. The library meets all requirements. Cox moved, and Hollister seconded that, the RAILS Board recommend St. Francis of Rome school for full membership as presented with final approval by the Illinois State Library. The motion carried.

A 15-minute break was taken.

9. UNFINISHED BUSINESS

9.1 Election of at large member to Executive Committee

Stagg explained historically the past board president becomes the at large member of the Executive committee. Due to the fact the past president is no longer on the board, he recommended Halle Cox to the position. Pointon moved, and Hollister seconded, that Halle Cox be appointed to the at-large member of the Executive Committee. The motion carried.

9.2 Board Committee Assignments

Stagg discussed the board committee assignments. Committee placement can be changed at any point in the year if needed. No changes were were made and Stagg thanked everyone for their willingness to serve.

9.3 Strategic Planning Update and Board participation

Harris introduced Cindy Fesemyer, RAILS' strategic planning consultant from Constructive Disruption. Fesemyer explained that today's presentation is the same that was given to the RAILS staff earlier in the week, but due to OMA constraints, breakout sessions and interactive polling were removed. Fesemyer encouraged the board members to attend one of the upcoming town hall meetings to be able to participate in all of the activities. The board reviewed and collaborated on four questions about the current RAILS strategic plan. The questions were: What is one thing you liked about the current plan? What have we

done in the past, or are currently doing, that most helps our member libraries? What is a hope you have for the new plan? What is something a colleague shared that really hit home? Harris then discussed how the board plans to move forward with the strategic planning work at the upcoming RAILS board meetings. It was agreed that the September 24 board meeting will include a discussion on the strategic plan without adding additional time. A poll will be sent to the board members for the October board meeting, to determine how to incorporate the required 90 minute session.

10. BOARD DEVELOPMENT

All about the Illinois State Library:

Greg McCormick gave a report on the Illinois State Library and the relationship between the State Library and the library systems. Much of what the State Library does is driven by the statutes and rules. The purpose of the State Library is to distribute federal library funds, assist library systems, and to manage library grants. The State Library is charged with collecting capital needs assessments, administration of the Library System Act, as well as any umbrella legislation. McCormick continued to say that the State Library approves system membership, system boundaries, and reviews the system financial records and annual report. Lastly, the State Library is charged with rules for the interlibrary loan code and non-resident services.

11. RAILS BOARD MEMBER REPORTS

Spratford announced a program sponsored by RAILS called, "Meet your Local Horror Author" held on September 21, 2021 from 1:30-3:30. Spratford will moderate a panel of authors from the Chicagoland Chapter of the Horror Writers Association.

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

A poll will be sent out to the board members regarding additional meeting options or longer board meetings to discuss the strategic plan for the October, November and January board meetings. The next board meeting will be held on September 24 2021 at 1:00 p.m. at the RAILS Burr Ridge service center. Items on the agenda include a report on LLSAPs and how RAILS Support Them, and how RAILS Board members can take advantage of L2.

13. ADJOURN

The meeting was adjourned at 3:03 p.m.