

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, September 24, 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, September 24, 2021 at the RAILS Burr Ridge service center.

2. ROLL CALL OF RAILS BOARD MEMBERS

Fister called the roll of Board members

Burr Ridge: Alice Creason, Kris Kenney, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Karen Voitik

East Peoria: Sue Busenbark, Robin Helenthal, Dianne Hollister

Zoom: Halle Cox, Beth Tepen

Absent: Scott Pointon, Patricia Smith, Alex Vancina

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Monica Harris, Ryan Hebel, Jim Kregor, Sharon Swanson, Don Shaw

East Peoria: Kendal Orrison

Illinois State Library: Greg McCormick

Telephone/Zoom: Anne Slaughter, Mark Hatch, Stacy Palmisano, Cindy Fesemyer, Joe Filapek, Leila Heath, Mary Witt, Brian Smith, Wesley Smith, Emily Fister-designated minute taker

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

5.1 Adoption of the Agenda

5.2 RAILS Board Minutes of August 24, 2021 Regular Meeting

5.3 Approval of Disbursements: August, 2021 – Sharon Swanson

McIntosh moved for the approval of the consent agenda. Spratford seconded and the motion was unanimously approved on a roll call vote: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Karen Voitik. Nays: none

6. RAILS Financial Report

Swanson reported revenues through August of \$1,271,999 were nearly \$1.5 million under budget, primarily due to not having received any budgeted Area and Per Capita Grant payments. Expenditures through August of \$2,421,163 were nearly \$89,000 below budget as nearly all major cost categories were under the budgeted amounts with the notable exception of Supplies, Postage and Printing expenditures. This overage was due to the completion of the \$125,000 laptop replacement purchase during the month of August. The expenditures for these were originally scheduled and budgeted for fiscal year 2021, but were delayed due to production and supply shortages caused by the pandemic. The

August 31 general fund cash and investment balance of \$19.3 million would fund approximately 20.1 months of operations.

7. REPORTS

7.1 Report from the RAILS President

Stagg had no report.

7.2 RAILS Board Committee Reports

7.2.1 Advocacy Committee

There was a report from the Advocacy committee included in the packet. There were no questions or additions to the report.

7.2.2 Consortia Committee

Stagg reported the LLSAP Sustainability Working Group continues its work.

7.2.3 Equity, Diversity and Inclusion Committee

There was a report from the EDI committee included in the packet. There were no questions or additions to the 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

There was a report from the committee included in the packet. There were no questions or additions to the report.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Brennan thanked the board for allowing her to take time off and work remotely and thanked Monica Harris for stepping in during her absence. She noted the funding of statewide database access is the number one priority for the Public Policy committee of ILA. RAILS will be awarded Hugh C. Atkinson Memorial Award during the ILA awards ceremony on October 14 at 4 pm. The quarterly report on her goals was also included in the packet.

7.3.2 Service of the Month: LLSAPs and how RAILS supports them

Slaughter gave a report on LLSAPs, the community of shared catalog consortia within RAILS' service area. She gave a breakdown of the types and numbers of members for each consortium, and how the current LLSAP definition was derived. Slaughter reviewed the RAILS support summary from 2015 through the current fiscal year. She explained RAILS LLSAP support grants and membership grants which fund migration costs for any RAILS member library that chooses to join an LLSAP. She reviewed the quarterly LLSAP reports that are submitted to RAILS.

7.4 Illinois State Library Report

McCormick had no report.

A 15-minute break was taken.

8. NEW BUSINESS

8.1 Update on Filling Vacancy of Jenna Nemec-Loise

Brennan reported the Executive committee will meet in the next few weeks to review submissions from candidates to fill the vacancy of the school board seat due to the resignation of Jenna Nemec-Loise. The committee will hopefully bring the recommendation to the October board meeting for approval.

8.2 Annual Report

Brennan presented the narrative report of the voluminous annual report that RAILS submits to the State Library. She said the report follows the strategic plan goals and activities. Kenney moved for the approval of the narrative report of the Annual report. Creason seconded and the motion was approved on a roll call vote: Ayes: Sue Busenbark, Alice Creason, Halle Cox, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Beth Teppen, Karen Voitik. Nays: none.

8.3 Annual Audit Report FY2021

Don Shaw from Lauterbach & Amen presented the single audit, annual financial report and management letter to the Board. He reviewed the management letter to the Board of Directors that summarizes the audit and stressed the "clean" or "unmodified" audit rating in the opinion section, which is the highest rating possible. RAILS had no adjustment to journal entries, and the firm has no recommendations for improvements. Shaw said the finance team was helpful and well prepared. For the fiscal year ended June 30, 2021, the governmental funds had a combined fund balance of \$22,959,737, of which \$20,542,702 was within the General Fund, which is the main operating fund of RAILS, and \$2,417,035 within the Capital Projects Fund. IMRF is 110% funded. Voitik moved for the acceptance of the audit report for FY 2021. Cox seconded and the motion was approved on a roll call vote: Ayes: Sue Busenbark, Alice Creason, Halle Cox, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Beth Teppen, Karen Voitik. Nays: none.

8.4 Board Compliance with Statutes

Brennan reported that the chart shown is included in the Annual System Area and Per Capita Grant Application every year that is submitted to the State Library. It is presented to the board as one document prepared by our attorney that gives a brief explanation of all rules and statutes that the board should be familiar with.

9. UNFINISHED BUSINESS

9.1 Strategic Planning Update

Harris reviewed the strategic planning document 9.1 from the board meeting packet. The document lists upcoming planning discussions for the RAILS Board, the RAILS Member update on September 30, which will include a presentation from Stephanie Chase the strategic planning consultant, and a calendar list of the member and staff town hall meetings. Harris discussed that there is a need for special libraries, school libraries and library trustees to register for the member town hall meetings. Cindy Fesemyer, strategic

planning consultant, joined the meeting to do a community mapping exercise with the board. The board was asked to take five minutes and create their own community map using the organization, which they represent as the center point, and then branching out with businesses and organizations that are pertinent to their organization. The goal was to identify a network of people that might participate in the strategic planning process through member town halls, focus groups or one on one interviews. After the exercise was done, each board member had the opportunity to give two or three names of contacts that they considered to be important people within their network. The board was asked to share their list of contacts with Emily Fister, RAILS Executive Assistant, by September 30, 2021. Lastly, Fesemyer encouraged the board to extend a personal invitation to one of the people on their list to attend a RAILS Strategic Planning Member Town Hall meeting. Harris will send sample language that can be used for the invitation. Fesemyer asked the board to pay close attention to underrepresented community members.

10. BOARD DEVELOPMENT

Brian Smith, RAILS Applications and Web Developer, presented to the board the Library Directory & Learning Calendar website, known as L2. L2 is a directory of Illinois libraries as well as an event calendar. Smith reviewed the login process, the account menu and the affiliation page for the board. Board members should have their own library affiliation as well as a secondary affiliation as a RAILS Board member. Smith reviewed how to do a search in the library directory and reviewed the events portion of the website. Smith encouraged RAILS board members to login to their L2 accounts for greater access to information and to register for events. Brennan discussed the importance of having all library staff have an L2 account, with special attention to delivery contacts that need to receive important email notifications. The board discussed that libraries need to encourage a best practice of getting staff and trustees L2 accounts. Spratford suggested that there should be an L2 presentation at an upcoming member update as a way to get the word out.

11. RAILS BOARD MEMBER REPORTS

No reports.

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

Brennan gave a meeting recap. She reminded the board to get their community mapping contacts to Emily Fister by September 30. There is future work to be done in promoting L2 accounts, and at the board meeting in October there will be a recommendation for the RAILS Board school library seat. Regarding agenda building for the October board meeting, Jennifer McIntosh asked the board for suggestions on what she should cover in her report on academic libraries. The group gave her numerous suggestions, such as the impact of virtual services and databases, how are academic libraries working with secondary and dual credit students, information about Open Education Resources (OER), and a discussion of reciprocal borrowing policies between academic and public libraries.

13. ADJOURN

The meeting was adjourned at 2:58 p.m.