

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, October 22, 2021 | 1:00 PM

Draft 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, October 22, 2021 at the RAILS East Peoria service center.

2. Roll Call of RAILS Board Members

Fister called the roll of Board members

Burr Ridge: Halle Cox , Alice Creason, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Teppen, Alex Vancina, Karen Voitik

East Peoria: Sue Busenbark, Robin Helenthal, Thomas Stagg

Absent: Dianne Hollister, Patricia Smith

3. Recognition of guests and announcements

Burr Ridge: Deirdre Brennan, Ryan Hebel, Jim Kregor, Sharon Swanson, Joe Filapek

East Peoria: Kendal Orrison

Illinois State Library: Karen Egan

Zoom: Monica Harris, Leila Heath, Mary Witt, Anna Duff, Mark Hatch, 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 September 24, 2021 Regular Meeting

5.3 Approval of Disbursements: September, 2021 – Sharon Swanson

Vancina moved for the approval of the consent agenda. Creason seconded and the motion was unanimously approved.

6. RAILS Financial Report

Swanson reported The September 30 general fund cash and investment balance of \$18.6 million would fund approximately 19.4 months of operations. Revenues through September of \$1,350,644 were over \$2.3 million under budget due to no Area and Per Capita Grant payments during the first three months of this fiscal year. RAILS did receive the first APC payment of \$1,614,386 on October 1, and on October 6, RAILS was awarded two additional grants from the State Library; the first of these for the ongoing development of L2 in the amount of \$70,356 and the second for specialized cataloging in the amount of \$94,050. Expenditures through September of \$3,203,183 were nearly \$156,000 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 which were budgeted for the end of fiscal year 2021.

7. Reports

7.1 Report from the RAILS President

Stagg reported that he appointed Robin Helenthal as chair of the advocacy committee since Jenna has resigned.

7.2 RAILS Board Committee Reports - Committee Chairs

7.2.1 Advocacy Committee – Robin Helenthal

The committee did not meet.

7.2.2 Consortia Committee - Thomas Stagg

Stagg said the Consortia Committee met on Monday, October 18. Anne Craig reported on the Open Educational Resources (OER) Grant CARLI received. The grant award allows CARLI to develop eight textbooks along with ancillary materials that improves student success. Lucy Harrison, the co-chair of the ICOLC/OCLC Task Force, discussed efforts to engage with OCLC about concerns the ICOLC membership shares around pricing, cost transparency, WorldCat sustainability and interoperability, marketplace, and culture.

The committee amended the LLSAP Sustainability Working Group charge to include a member of each consortium. The LLSAP Sustainability Working Group has met three times. They received a historical funding background from the Illinois State Library, identified priorities, and heard from IHLS staff about LLSAP support and the SHARE governance. Staff from Auto-Graphics, the Find More Illinois software vendor highlighted the benefits of their cataloging tool. The working group plans to meet monthly through March.

7.2.3 Equity, Diversity and Inclusion Committee - Dianne Hollister

The committee did not meet.

7.2.4 Executive Committee - Thomas Stagg

The committee did not meet.

7.2.5 Policy Committee - Alex Vancina

The committee did not meet.

7.2.6 Resource Sharing Committee - Monica Harris

The committee did not meet.

7.2.7 Universal Service Committee - Sue Busenbark

The committee did not meet.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Brennan reported that the ILA Executive Board did not vote to include the RAILS legislative proposals related to statewide databases, library cards for unserved residents, or removal of barriers for public library mergers, in their legislative agenda for this year. Their priorities are: Broadband access for all public libraries and equitable pricing for e-books. Though our priorities are not the same, they will certainly support them as we continue our advocacy. She reported that the interviews for finance director have begun. RAILS and IHLS have met regarding vaccination and testing procedures.

7.3.2 Service of the Month: Update on RAILS EDI Initiatives/Activities

Harris reported the current phase of Equity, Diversity, and Inclusion (EDI) focus began with our engagement of consultant Biz Lindsay-Ryan in August of 2020. Since then, RAILS efforts have focused on the following areas:

1. Climate Team-Established in October 2020, investigates RAILS own climate and culture with the facilitation of consultant Biz Lindsay-Ryan.
2. RAILS Staff Trainings-All RAILS staff members are required to attend two educational trainings a year (Spring and Fall) since Fall 2020.
3. RAILS EDI Board Committee: Three subcommittees established in Spring of 2021: Programs, Services, and Outreach; Recruitment, Hiring, and Retention; and Staff Training, Leadership, and Advocacy. Other RAILS efforts include the EDI Pulse Page and EDI Continuing Education Grants. Soon the RAILS will bring new training focus for RAILS EDI Board Committee, establish a member training cohort in 2022 and developing a Cataloging Interest Group.

7.4 Illinois State Library Report- ISL Staff

Egan announced that award letters were mailed last week to 211 libraries for pandemic recovery projects. Egan said \$4.7 million from the federal American Rescue Plan Act was given to the Illinois State Library, all of which was put into grants for Illinois libraries. Secretary Jesse White added one million, making a total of \$5.7 million for Illinois libraries. Egan said the grants specifically cover pandemic recovery, workforce recovery, expansion of digital access and library services, and transformation of library spaces. Egan stated 130 RAILS member libraries received grant awards, impacting 113 communities across the system's service area. Egan informed that the 2020 census data for municipalities has been certified. In response to a question regarding OCLC, Egan said there is an active RFP process in place which the Illinois State Library follows for OCLC services, but the contract can be extended for a certain number of years without a formal RFP.

8. New business

8.1 Executive Committee recommendation on Filling Vacancy of Jenna Nemec-Loise Stagg reported the Executive Committee met three times in the past couple of weeks. The first meeting, the committee reviewed the candidates and interview questions. All four candidates were offered an interview, though one candidate declined due to the time commitment to the board. All three candidates interviewed well and would make excellent additions to the RAILS board. The board selected Monica Tolva from the Vernon Hills High School. Another candidate, Janine Asmus from Leyden School District, was asked to serve on the Advocacy committee which she has accepted.

Pointon moved to accept the Executive Committee recommendation and appoint Monica Tolva to the school library seat of the RAILS board. Busenbark seconded and the motion was unanimously approved.

8.2 Revision of vaccination policy

Harris reported that the policy and procedures have been altered in order to be able to respond quickly to any changes in best practices according to the CDC and IDPH. Staff

consulted with attorneys as well as IHLS and the State library to ensure the policies were aligned as possible. Cox moved to accept the Executive Committee recommendation and appoint Monica Tolva to the school library seat of the RAILS board. Busenbark seconded and the motion was unanimously approved.

A break was taken at 1:57 p.m. and the meeting resumed at 2:10 p.m.

9. UNFINISHED BUSINESS

9.1 Draft statement on universal service

Brennan provided background on the draft statement regarding universal service and asked for Board input. The draft was met with positive feedback. Scott Pointon moved and Becky Spratford seconded that the RAILS Board approve the Statement on Universal Service as presented. The motion was unanimously approved.

10. BOARD DEVELOPMENT

Training, networking, and engagement opportunities for RAILS Board members- Filapek presented on how RAILS Board members can take advantage of training, networking, and engagement opportunities. Filapek provided a list of resources, including the Illinois State Library's website, the ILA trustee forum, ILA legislative meetups, and local AISLE chapters. In response to the question of how to find a local AISLE chapter, Brennan volunteered to find out more information at the upcoming AISLE conference.

11. RAILS BOARD MEMBER REPORTS

Sue Busenbark reported that Kewanee Public Library District created a new strategic plan this past summer. As a result, the library's hours have changed to better serve patrons. On Tuesdays, the library opens at 12:00 p.m. and closes at 8:00 p.m.

12. Meeting recap and agenda building for the next RAILS board meeting

The next RAILS Board meeting is Friday November 19 at 1 pm. On the agenda will be *How RAILS Engages Staff at All Levels from All Types of Libraries*, and Jennifer McIntosh will give a report on trends and challenges of Academic libraries. A six-month review of Closed Session Minutes will be conducted. There is no meeting scheduled for December.

13. Closed Session

Stagg stated the Board will move into closed session to discuss matters pertaining to collective negotiating, as per 5 Illinois Compiled Statutes, chapter 120, paragraph 2, section 2(c)2, which states: *Exceptions. A public body may hold closed meetings to consider the following subjects: (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.*

Kenney moved that the Board move into closed session. Voitik seconded and a roll call vote was taken. Ayes: Sue Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Alex Vancina, Karen Voitik, Thomas Stagg. Nays: none.

Guests in closed session: Deirdre Brennan, Monica Harris, Mark Hatch and Emily Fister

Closed session started at 2:45 p.m.

At 2:55 p.m. Cox moved that the Board move back into open session. Kenney seconded and a roll call vote was taken. Ayes: Sue Busenbark, Halle Cox , Alice Creason, Robin Helenthal, Kris Kenney, Jennifer McIntosh, Scott Pinton, Becky Spratford, Beth Tepen, Alex Vancina, Karen Voitik, Thomas Stagg. Nays: none.

14. Adjourn

The meeting was adjourned at 3:00 p.m.