

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, January 28, 2022 | 1:00 PM

**Draft minutes****1. Welcome and call to order**

Thomas Stagg, RAILS Board President called the meeting to order at 1:03 p.m. on Friday, January 28, 2022. He announced the following: In accordance with the Government Emergency Administrative Act PA100-0640, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business. All votes will be by roll call.

**2. Roll call of RAILS board members**

Fister called the roll of Board members

Zoom: Sue Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Monica Tolva, Thomas Stagg, Alex Vancina, Karen Voitik

Absent: none

**3. Recognition of guests and announcements**

Burr Ridge: Deirdre Brennan, Monica Harris

Zoom: Anne Slaughter, Leila Heath, Mary Witt, Mark Hatch, Joseph Filapek, Sharon Swanson, Anna Behm, Stacy Palmisano, Ryan Hebel, Biz Lindsay Ryan, Greg McCormick, Margaret Kostopulos (2:03 p.m.) and Emily Fister-designated minute taker.

**4. Public comments**

None.

**5. Consent agenda**

5.1 Adoption of the Agenda

5.2 RAILS Board Minutes of November 19, 2021 regular meeting

5.3 RAILS Board Minutes of November 19, 2021 closed session meeting

5.4 Approval of disbursements – December 2021 and January 2022

Creason moved for the approval of the consent agenda. Cox seconded and the motion was unanimously approved on a roll call vote: Ayes: Sue Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Monica Tolva, Thomas Stagg, Alex Vancina, Karen Voitik

Nays: none

**6. RAILS Financial Report**

Swanson reported that the packet included a newly developed combined Balance Sheet report for RAILS' active Governmental (General and Capital Projects) Funds and the Statement of Revenue and Expenditure reports for RAILS' General Funds, plus separate reports for Delivery operations and LLSAP support. In addition, reports showing the details of RAILS' cash and investments and monthly expenditures are included.

General Fund expenditures through December were \$311,655 below budget due to lower

Contractual Services, Professional Services, Continuing Education, plus lower expenditures in nearly all major cost categories, partially offset by increased Supplies, Postage and Printing expenditures as RAILS during August completed the laptop computer purchases previously scheduled and budgeted for in fiscal year 2021. General Fund revenues through December of \$5,539,728 were \$1,166,335 below budget due mainly to lower APC payments, partially offset by above budget fees for services and materials and unbudgeted other state grant revenues (\$39,731), which arose from recently award grants to continue the ongoing development and enhancement of L2 plus a grant in support of the Specialized Cataloging Support Program. The CTS expenditure is the regular expenses for the delivery routes that are outsourced, not attributed to the canceled routes due to driver illness.

## 7. Reports

### 7.1 Report from the RAILS President

Stagg had no report.

### 7.2 RAILS Board Committee Reports-Committee Chairs

Stagg reported there were reports from the Advocacy, Consortia, EDI, Resource Sharing and Universal Service committees included in the packet.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Brennan reported that LLSAP Sustainability Working Group is continuing their regular meetings and will next investigate a statewide ILS platform. Brennan keeps in contact with Senator Laura Murphy's office regarding the Cards for Kids Act expansion. She and Harris met and are scheduling monthly meetings with new CPL Commissioner Chris Brown. Work on expansion of Find More Illinois continues with new members Skokie and Helen Plum. Slaughter explained that Find More Illinois is not in place of a shared catalog, but a platform that connects multiple catalog systems as well as stand-alone libraries.

#### 7.3.2 RAILS Service of the Month Report: E-Resources for all libraries

Heath and Behm reported on the success and expansion of the RAILS e-resources programs. Inkie.org now has a focus on Illinois creators, and Eread Illinois now has 5000+ titles transferred from the Biblioboard library. Behm thanked McIntosh's suggestion of expanding to include the I-SHARE catalog.

### 7.4 Illinois State Library Report

McCormick reported the due date for the public library per capita grant has been extended to February 15. The mapping tool data that Karen Egan spoke about at the RAILS member update will be available for review soon. All populations will be verified and updated if necessary, before the grants are awarded. Through the America Rescue Plan Act, a total of \$5,740,350 funded 211 academic, school, special and public libraries. The final count for the FY 22 school per capita grants was 672 schools qualifying, up 25 from last year. A request for an increase in funding for the systems is included in the proposed state budget.

## 8. New business

### 8.1 Changes to the Board election process (discussion only) Deirdre Brennan

Brennan and Lindsay-Ryan discussed possible changes to the RAILS Board election process. Brennan proposed the RAILS Board spend the next year working on ways to increase the diversity of the RAILS Board and re-designing the election process for 2023. For the current vacancy, Brennan proposed that the RAILS Board Executive Committee design criteria and questions for the candidates. Lindsay-Ryan suggested that RAILS determine and remove barriers for participants, focus on transparency in what is being done, and have a rubric for candidate selection. Also suggested was a candidate forum for potential candidates to be seen and answer questions. The RAILS Board Policy Committee will be charged to development new policies and procedures and RAILS' Bylaws will be revised accordingly.

## 8.2 Organization Chart revision

Brennan reviewed the updated organization chart. There were two promotions, Sharon Swanson, Finance Manager and Samantha Daly, Human Resources Manager. The new chart reflects these changes. Pointon moved that the updated RAILS organizational chart be approved. Kenny seconded and the motion was carried on a roll call vote.

Ayes: Sue Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Monica Tolva, Thomas Stagg, Alex Vancina, Karen Voitik

Nays: none

## 8.3 Executive Director goals 2021-22 progress report

Brennan reviewed the RAILS Executive Director progress report for the second quarter. Progress has been made on all eleven goals. Some of the highlights include the completed RAILS strategic plan draft, the expansion of the Cards for Kid's Act, continued financial stability, progress on EDI initiatives and advocacy work. Additionally, there is a school data project underway and the cooperative purchasing programs are growing. Brennan and Harris met with the Chicago Public Library Commissioner, Chris Brown, and have set up monthly collaborative meetings.

## **A short break was taken.**

### 9. Unfinished business

#### 9.1 Strategic Planning update

Harris highlighted the changes that were discussed at the Board's special meeting on the strategic plan that was held earlier that day at 11:00 a.m. Most notably, as a result of the Board's suggestions there was an update to the new vision statement. The revised vision statement is *Thriving libraries are essential to all who learn, live, or work in Illinois*. The plan has four strategic goals, each with a list of objectives and suggested measurements. Board members gave their suggestions on possible changes. There was a focus on making sure that the wording reflects all library types. More details with action plans and steps will be available soon. Pointon moved for the approval of the strategic plan as amended. Spratford seconded and the motion was carried on a roll call vote.

Ayes: Sue Busenbark, Halle Cox, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Monica Tolva, Thomas Stagg, Alex Vancina, Karen Voitik

Nays: none

## 9.2 EDI update (discussion only) Biz Lindsay-Ryan, Deirdre Brennan

Lindsay-Ryan gave an overview on the equity, diversity, and inclusion work being done by RAILS. She discussed workforce representation, workplace characteristics and organizational success as aspects of doing EDI work. The staff has been doing foundational training on definitions, concepts, relationships, identities, and biases. Ahead, will be skill building, scenario work, and equitable decision and policy making. The RAILS' climate team meets monthly and focuses on four categories of relationships: staff/member, staff/partner, staff/board, and staff/staff. Lindsay-Ryan praised the RAILS staff for moving from idea to action so quickly. An upcoming big project will be a cohort model of EDI training for members. The RAILS Board Equity, Diversity, & Inclusion Committee is continuing baseline training and will act in an advisory role for RAILS on the topic of EDI. The new strategic plan has a strategic goal to model best practices in equity, diversity, accessibility, and inclusion. Brennan thanked Lindsay-Ryan and the climate team for their work and commitment. Brennan also thanked Filapek and Harris for their leadership.

## 10. Board development: School libraries- Trends and Challenges

Tolva reported on common trends in school libraries, such as librarians often work alone, are responsible for more than one library in a district and have a strict schedule. Some districts are turning to non-certified school librarians to staff the libraries. There is a new state law effective for the 2022/2023 school year that calls for every high school student to receive a unit of study on media literacy. School libraries are still recovering from COVID, they are experiencing laid off staff, reduced or eliminated book budgets teachers not collaborating with the library and library space being used for other reasons. Another issue facing school libraries is that most do not have enough funding, and some have no budget at all. Tolva suggested a list of ways how RAILS can help school libraries. RAILS can schedule professional development after 3:30 p.m. on topics such as building a diverse collection, training on genrification, cataloging basics, media literacy, and help navigating resources with OCLC. Tolva would also like to see vendors offering deals for school libraries.

## 11. RAILS board member reports

Pointon reported that the White Oak library is celebrating 100 years with various festivities and have already raised \$3000. Spratford shared the LaGrange Library received a grant from State Representative LaShawn Ford. McIntosh said that 2022 Information Literacy Summit, presented by College of DuPage Library, DePaul University Library, and Moraine Valley Community College Library will be held on April 29, 2022.

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

The next board meeting will be Friday, February 25 at 1 pm. Included on the agenda will be Grant Halter with Measuring the Impact of RAILS Programs and Services; and Halle Cox with a report on Specialized Libraries, an update on delivery and a possible review of the proposed budget.

## 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.*

Cox left the meeting at 3:20 p.m.

At 3:22 p.m., Vancina moved and Spratford seconded to move the board into closed session. The motion was approved by a roll call vote: Ayes: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Monica Tolva, Thomas Stagg, Alex Vancina, Karen Voitik  
Nays: none

Tolva left the meeting at 3:30 p.m.

At 3:55 p.m. Voitik motioned for the board to move out of closed session and into open session. Pointon seconded and a roll call vote was taken. Ayes: Sue Busenbark, Alice Creason, Robin Helenthal, Dianne Hollister, Kris Kenney, Jennifer McIntosh, Scott Pointon, Becky Spratford, Beth Tepen, Thomas Stagg, Alex Vancina, Karen Voitik  
Nays: none

14. Adjourn

The meeting was adjourned at 3:58 p.m.