

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, May 27, 2022 | 10:00 AM

**Draft minutes**

## 1. Welcome and call to order

Thomas Stagg, RAILS Board President called the meeting to order at 10:01 a.m. on Friday, May 27, 2022 and read 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.

## 2. Roll call of RAILS board members

Fister called the roll of Board members

Burr Ridge: Kris Kenney, Scott Pointon, Becky Spratford, Karen Voitik

East Peoria: Susan Busenbark, Robin Helenthal, Dianne Hollister, Thomas Stagg,

Zoom: Halle Cox (arrived at 10:07 a.m.) Alice Creason, Jennifer McIntosh, Beth Tepen, Alex Vancina

Absent: Rosie Camargo, Monica Tolva

Stagg announced that all RAILS Committee and Board meetings will now have the closed caption setting activated. The captioning will appear on the large main screens of RAILS meeting rooms and can also be activated by users on their laptops.

## 3. Recognition of guests and announcements

Burr Ridge: Deirdre Brennan, Monica Harris, Julie Milavec

East Peoria: Kendal Orrison

Zoom: Chris Sloan -left the meeting at 10:05, Greg McCormick, Anne Slaughter, Mark Hatch, Leila Heath, Joe Filapek, Sharon Swanson, Katherine Henc, Nincy George, Ryan Hebel, Emily Fister-designated minute taker

## 4. Public comments

There were no public comments.

## 5. Consent agenda

5.1 Adoption of the Agenda

5.2 RAILS Board Minutes of April 22, 2022 regular board meeting

5.3 Approval of disbursements –April 2022 –Sharon Swanson

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

## 6. RAILS Financial Report

Swanson reported that the April 30 unassigned general fund cash and investment balance (\$20.2 million) would fund approximately 21.0 months of operations. She stated the revenues through April of over \$10 million were approximately \$190,000 below budget.

The investment income was \$26,802 through April which is \$2,812 above the budgeted amount. The fair market value of RAILS' series of treasury notes decreased by \$32,365 during the month of April due to the rising interest rates in the market. Expenditures through April of a little over \$10.5 million were approximately \$453,000 below budget. Swanson reported that the first of several budgeted replacement storage servers were purchased in March. RAILS is still awaiting delivery of the software for that server. The budget purchase of the five new delivery vehicles has been deferred until FY2023. Delivery department expenditures through April of over \$3.13 million were \$27,825 above budget. Nearly all cost categories were under budget with the exception of vehicle and personnel expenditures. Swanson reported that RAILS is projecting that the FY2022 budgeted deficit of \$480,167 will not occur. This is due to negotiating the pricing for the hosting fees with Biblioboard, less than anticipated interest in cataloging membership grants, and deferring certain purchases and projects.

## 7. Reports

### 7.1 Report from the RAILS President

Stagg had no report.

### 7.2 RAILS Board Committee Reports-Committee Chairs

Stagg stated the meeting date for the Consortia committee is July 18th at 10 am, not June 18th as in the report.

7.2.1 Advocacy Committee – Robin Helenthal

7.2.2 Consortia Committee - Thomas Stagg

7.2.3 Equity, Diversity and Inclusion Committee-Dianne Hollister

7.2.4 Executive Committee – Thomas Stagg

7.2.5 Policy Committee – Alex Vancina

7.2.6 Resource Sharing Committee – Monica Harris

7.2.7 Universal Service Committee – Sue Busenbark

Busenbark gave an update on the status of the Illinois Senate Bill 3497 (expanded Cards for Kids Act). She reported that on May 13, 2022, the Governor signed the amendment for the Illinois Local Library Act and Public Library District Act of 1991. The amendment is effective immediately. This will allow waiving the nonresident fee for persons under the age of 18. It removes language in the Illinois Local Library Act providing that nothing in the section requires a public library to participate in a nonresident card reciprocal borrowing program. The Illinois State Library will craft administrative rules to guide implementation in libraries.

### 7.3 RAILS Reports

#### 7.3.1 RAILS Monthly Report

Brennan reviewed the items in her report. She thanked Jennifer McIntosh for the push to include Academic libraries in Explore More Illinois. RAILS is now doing a pilot program with Illinois Central College with the Explore More program that had previously only been open to public libraries. RAILS received 30 applications in the latest round of My Library Is... grants for School Libraries. The total amount requested was nearly \$120,000 with a budget amount of \$50,000, RAILS is considering adding more funds to the program. McIntosh inquired about the Data in Libraries Networking Group. Brennan replied that it is a new group that Grant Halter and Dan Bostrom are

involved in which provides library data information to member libraries. Harris reported there has been an increase in member interest in data.

### 7.3.2 RAILS Service of the Month Report: CE Offerings

Filapek reviewed the CE offerings and said most ideas for topics come from RAILS members, trends and issues, and assessments from current CE events. Most webinars are recorded and archived and available to all RAIL members. The RAILS CE team consists of him and two other employees, Diana Rusch and Margae Schmidt. He reported that RAILS needs to provide CE events for the different types of libraries to serve all the membership. In addition to RAILS offerings, workshops and webinars are available through AISLE, LACONI, and ARRT. RAILS, in partnership with ILA, IHLS and the State Library conduct training through the Elevate leadership seminar and Directors University.

### 7.4 Illinois State Library Report- ISL Staff

McCormick reported that the administrative rules will be changed to mirror the Cards for Kids legislation. The State library and all its partners are happy the comptroller is continuing to quickly process fund for grants. The awards for the FY2022 Live & Learn Construction Grant have gone out to recipients. He said thanks to input from several public libraries it was discovered that per capita calculations based on the Department of Revenue mapping project were incorrect for about 20 districts. They are working with county officials and SIUE to correct the problem and announce the awards. The State library will be filing a 5-year plan for federal funding for the state.

## 8. New Business

### 8.1. New member

Harris reported that the Creve Coeur School District 76 is interested in being a member. There are two schools, a middle school and an elementary school. The middle school serves approximately 270 students. According to the Illinois State Board of Education (ISBE) around 75% of students in the district are designated as low income. The district is interested in joining the Resource Sharing Alliance (RSA). They have spoken with Greg Weydert, the director of Creve Coeur Public Library, who is helping them with the RAILS Catalog Membership Grant. They are also interested in potentially joining eRead Illinois and exploring other RAILS deals discounts. Pointon moved to recommend the Creve Coeur School District 76 for membership and submit to the State library for approval. Voitik 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, Scott Pointon, Becky Spratford, Beth Tepen, Thomas Stagg, Alex Vancina, Karen Voitik. Nays: none

### 8.2 Six-month review of closed session minutes

Stagg reported the closed session minutes were sent to the board via email. Hollister moved to approve the release of the minutes from July 30th, 2021 but to keep the remaining minutes of : 8/28/2020, 1/15/2021, 10/22/2021, 11/19/2021, 1/28/2022, and 3/18/2022 closed due to the continued need for confidentiality. Kenney 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, Scott Pointon, Becky Spratford, Beth Tepen, Thomas Stagg, Alex Vancina, Karen Voitik Nays: none

### 8.3 Executive Director search

Stagg reported that the Executive Committee met on May 19 to discuss the Executive Director search process. Some minor changes were made to the job description. There were two recommendations. One is to hire a firm to conduct a search for the next Executive Director the other is to allow the executive committee to serve as the screening committee for the Executive Director. Brennan reviewed the suggested timeline. Cox moved to accept the recommendations of the Executive Committee: to hire a firm to conduct a search for the next Executive Director and to allow the executive committee to serve as the screening committee for the search. 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, Scott Pointon, Becky Spratford, Beth Tepen, Thomas Stagg, Alex Vancina, Karen Voitik. Nays: none

A break was taken at 10:57 a.m. and the meeting resumed at 11:10 a.m.

## 9. Unfinished Business

### 9.1 Approval of APC grant application and FY 23 budget

Brennan reported that the primary goal of RAILS is resource sharing. As the statute reads, “it is the policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources. (75 ILCS 10.1)”

RAILS provides support for resource sharing in a variety of ways:

- traditional resource sharing of materials through consortia, Find More Illinois, eRead Illinois and other electronic or digital collections.
- resource sharing of expertise through continuing education and consulting.
- cooperative purchasing
- other programs like Explore More Illinois and the FOIA hotline.

The needed increase in system funding brings the annual Area and Per Capita funding to \$11,870,000, an increase \$1,884,470. Service expansion is recommended for resource sharing, marketing and communications, data analysis, and administrative support for all services. Brennan reported next on staff compensation. Many RAILS member library directors report they are considering salary increases in the range of 5% to 6%. IHLS is proposing across the board raises of 4%. The budget includes a raise of 5.9% for all staff. The cost of this raise is \$313,172. Another option is an increase of 4.5% at a cost of \$238,871, with a bonus of 1.4% at a cost of \$74,301. The bonus does not get added to the base salary and is not an ongoing operational cost. The projected budget deficit this year, FY 2022, of \$480,167, did not happen, thanks to cost cutting and increases in revenue. Brennan hopes the board will approve our proposed plan of service and budget. Brennan reported that due to the additional funding requested by the Secretary of State and the Illinois State Library for the FY2023 System Area and Per Capita grant program, the FY2023 budget and plan of service are presented including a \$1,884,470 increase in funding. This increase will allow us to cover increased expenses, enhance current services, and pursue new programs and

initiatives for our members in support of our plan of service and our strategic plan goals. Pointon moved approving the FY23 Budget and operational plan. Vancina 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, Scott Pointon, Becky Spratford, Beth Tepen, Thomas Stagg, Alex Vancina, Karen Voitik. Nays: none

10. Board development: World Language Cataloging Services Program Update

George reported on the World Language Cataloging Services Program update. RAILS established the need for specialized cataloging support for Illinois libraries, especially world language cataloging and original cataloging, through several surveys in the past five years. This year, RAILS established a centralized cataloging support program to provide original cataloging and world language cataloging services to Illinois system members, funded by a special grant from the Illinois State Library. In the first phase of this project, RAILS implemented a pilot project to test-drive all procedures and processes of the World Language Cataloging Services program. Five libraries of different types participated in the pilot. We provided a total of 14 original bibliographic records to the materials for this pilot. The pilot project finished successfully and received great feedback from the participants, and RAILS fully launched the World Language Cataloging Service program in the second week of January 2022. Members have shown great interest in the program, and we have received positive feedback from participants. Many participants commented that it was a huge help to receive full catalog records. As of May 11, we have received 96 items from member libraries. Additional libraries continue to inquire about this service and are preparing their internal procedures to be able to take advantage of it.

11. Meeting recap and agenda building for the next board meeting

Stagg reported the next board meeting will be Friday, June 17 at 1 p.m. and it will be the last meeting for a few of our Board members. Anne Slaughter will present on Find More Illinois, Janette Derucki will give an update on the Illinois School Library Data Project. We will have a recommendation of the slate of officers from the nominating committee, and a draft schedule of RAILS board meetings will be presented.

Halle Cox left the meeting at 11:40 a.m.

12. Closed session

The Board moved 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.*

Spratford moved that the board move into closed session. Pointon seconded and the motion was approved on a roll call vote. 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.

At 12:21 p.m. Hollister moved that the board move into open session. Helenthal seconded and the motion was approved on a roll call vote. 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

13. Actions in follow-up to closed session

None.

14. Adjourn

The meeting was adjourned at 12:26 p.m.