

RAILS Special Board Meeting
Orientation Session Agenda
July 22, 2022
9:00 a.m.-12:00 noon

1. CALL TO ORDER AND ROLL CALL
2. WELCOME AND INTRODUCTIONS – Deirdre Brennan
3. INTRODUCTION TO LIBRARY SYSTEMS AND RAILS POWERPOINT – Deirdre Brennan & RAILS Staff
4. BREAK
5. RAILS BOARD MEETINGS 101 – Deirdre Brennan & Stacy Palmisano
 - 5.1 Where to Attend
 - 5.2 Travel Reimbursement Form
 - 5.3 How to Participate and Contribute to Board Meetings
 - 5.4 Videoconference Locations and Sensitive Microphones
6. EMAIL ACCOUNTS FOR RAILS BOARD MEMBERS – Deirdre Brennan & Stacy Palmisano
 - 6.1 Why a Separate Account is needed
 - 6.2 Importance of Checking Email Regularly and Responding Promptly
 - 6.3 Adhering to Open Meetings Act – Don’t “Reply All”
 - 6.3.1 Open Meetings Act Certification
7. Q&A/OPEN DISCUSSION
8. ADJOURN