

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, August 26, 2022 | 1:00 PM

Draft minutes

1. Welcome and call to order
Alex Vancina, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, August 26, 2022
2. Roll call of RAILS board members
Fister Rubel called the roll of Board Members:
Burr Ridge: Alice Creason, Juanita Harrell, Robin Helenthal, Dianne Hollister, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Alex Vancina, Karen Voitik
Zoom: Monica Caldicott, Rosie Camargo, Rene Leyva, Beth Tepen
Absent: Julie Milavec, Vanessa Villarreal
3. Recognition of guests and announcements
Burr Ridge: Deirdre Brennan, Monica Harris, Galin Iliev
Zoom: Gwen Harrison, Joe Filapek, Mark Hatch, Leila Heath, Mary Witt, Stacy Palmisano, Anne Slaughter, Anna Behm, Ryan Hebel, and Emily Fister-designated minute taker
4. Public comments and announcements
There were no public comments.
5. Consent agenda
 - 5.1 Adoption of the Agenda
 - 5.2 RAILS Board Minutes of July 22, 2022 Regular Meeting
 - 5.3 RAILS Board Minutes of July 22, 2022 Closed Session Meeting
 - 5.4 RAILS Board Minutes of July 22, 2022 Orientation Regular Meeting
 - 5.5 Approval of Disbursements: July, 2022
Voitik moved for the approval of the consent agenda. McIntosh seconded and a roll call vote was taken. Ayes: Monica Caldicott, Rosie Camargo, Alice Creason, Juanita Harrell, Robin Helenthal, Dianne Hollister, Rene Leyva, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Karen Voitik. Nays: None.
5. RAILS Financial Report
Harris reported the July 31, 2022 unassigned General Fund cash and investment balance of \$19.8 million dollars would fund an estimated 19 months of budgeted FY2023 operations. Revenues were \$708,470 below budget primarily from not yet receiving any Area and Per Capita Grant payments. These payments are budgeted to be received evenly over the course of the year but are actually received intermittently throughout the fiscal year. General Fund expenditures of \$2,157,928 through July were \$73,045 below budget due to lower than budgeted expenditures in: Contractual Services (\$51,854) – primarily due to a normal lag in billings and Travel and Continuing Education are below budget for July but expected to increase with more conference participation this year. LLSAP support expenditures of \$424,668 through July were \$24,743 above budget, due to timing differences between budgeted and actual contractual expenditures which will resolve during August. LLSAP support expenditures were 19.7% of total General Fund

expenditures. Expenditures in July are typically below the budgeted amounts as many of these expenditures pertain to the prior fiscal year and are charged accordingly.

7. Reports

7.1 Report from the RAILS President

Vancina had no report.

7.2 RAILS Board Committee Reports - Committee Chairs

There were no additions or comments to the committee reports.

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 - Alex Vancina

7.2.5 Policy Committee – Jennifer McIntosh

7.2.6 Resource Sharing Committee – Becky Spratford

7.2.7 Universal Service Committee – Alice Creason

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Brennan reported that RAILS staff has been hosting a City Libraries networking group and a memo from Julie Tappendorf relating to the relationship between municipalities & municipal libraries is included in the packet. Chris Brown, Commissioner of the Chicago Public Library, will also be attending future meetings. She pointed out the glossary list of acronyms and thanked Karen Voitik for the reminder that not everyone is familiar with all our abbreviations. The new Illinois State Library Advisory Committee, or ISLAC has been appointed and Dave Barry, former RAILS board member has been elected the Chair. The duty of ISLAC is to make recommendations concerning the policies, services, and priorities for Illinois libraries.

7.3.2 RAILS EDI programs and services

Filapek gave an overview of the RAILS staff related EDI events. The Climate Team established in October 2020, focuses on RAILS own climate and culture with the facilitation of consultant Biz Lindsay Ryan. Projects include: a consultant directory, onboarding and retention process improvements, and a RAILS mentorship program for new hires. All RAILS staff members have been required to attend 2-4 educational trainings a year since Fall 2020. Harris reviewed the other RAILS efforts such as the RAILS EDI Board Committee which has refocused its efforts. The EDI Pulse Page: <https://www.railslibraries.info/issues/183804>; highlights continuing education grants, world language cataloging services and the peer cohort training.

7.4 Illinois State Library Report- ISL Staff

Harrison reported that the State Library is moving forward on PA 102-0977 regarding public library trustee vacancies. Letters have been sent to 27 district library boards and they have until today, August 26, to notify the State library if the vacancies have been filled. Procedures have been finalized on how the State library will fulfill its obligation to fill vacancies when the district libraries fail to do so within the 90 days. School library grant applications are now available and the deadline is October 15. The ILLINET interlibrary loan and reciprocal borrowing statistical

survey is open and will close on March 31, 2023. August is the National Minority Organ Donor month. Family reading night materials were sent to school, public libraries and literacy programs. Harrison asked that specific questions regarding the new State Law on filling vacancies be directed to Greg McCormick.

8. New business

8.1 Statement supporting Open Educational Resources (action requested) Deirdre Brennan Brennan reported that the Board has learned about Open Educational Resources through a board development presentation by Jennifer McIntosh.

Spratford moved that the RAILS Board support the development of and access to Open Educational Resources for students in Illinois and endorse this Statement from the CARLI Open Educational Resources Committee and give permission to add our name to their website and any other relevant materials. Stagg seconded and the motion was unanimously approved.

8.2 Recommendation from Executive Committee regarding search firm

Vancina reported that the Executive Committee unanimously recommends the firm of Bradbury Miller Associates for the search firm to find the next Executive Director for RAILS. Creason moved that the RAILS board accept the recommendation of the executive committee and enter into a contract with the firm of Bradbury Miller Associates to conduct the search for the next executive director of RAILS. Hollister seconded and the motion was unanimously approved.

Vancina reported the committee wanted clarification about their role in the search process. Voitik moved that the Executive committee be active participants in the search with Bradbury Miller Associates and present the RAILS board with finalists at a future board meeting. Harrell seconded and the motion was unanimously approved.

8.3 Suspension of Saint Andrew Catholic School System Membership

Brennan reported that due to Saint Andrew Catholic School eliminating their library staff they are no longer eligible for RAILS membership or services. Though no school libraries have been suspended since the pandemic, they are members of the Rock River consortium and that membership will be suspended as well. RAILS staff has tried to contact the school principal and will continue to try to explain the ramifications of this suspension.

8.4 Board meeting schedule and locations

Vancina reported that a memo was included about upcoming events and the board meeting schedule. Fister will be sending follow up emails regarding attendance. Please make sure you answer her emails in a timely manner. If you need assistance with getting email notifications on your regularly used devices, RAILS IT department is happy to help you.

A short break was taken

9. Unfinished business

9.1 Board Committee Assignments

Vancina presented the current roster of RAILS committees. He thanked everyone for volunteering and sharing their knowledge and experience and being active participants in the RAILS committees.

10. Board development

10.1 2-factor authentication – RAILS IT Department

Hebel gave a quick overview of a new software program called DUO that will require 2-factor authentication to access RAILS emails. RAILS IT department will give a presentation at a future board meeting. This is an improved security component and is also a requirement from our insurance company.

11. RAILS board member reports

Creason reported the Richton Park public library district is a very proud recipient of \$10K from the State Library as part of the Project Next Generation. Hollister shared the front-page news for the expansion of the Bloomington Public Library. Vancina shared that the New Lenox Public Library passed a referendum two years ago and finally started on their remodel. Leyva said Fossil Ridge Public Library District had to suspend their book mobile service due to lack of use but revised the purpose and created an at-home delivery service. This is especially great for the rural areas of the 10 communities they serve.

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

The next board meeting will be September 23, 2022 at 1 p.m. at the Peoria Public Library. We will have a lunch and networking event prior to the meeting, and staff and board attendees will meet for dinner on Thursday, September 22nd. Agenda items will include: an update on the executive director search, the annual report, an overview on OCLC, an update on St. Andrews and a report on RAILS delivery services.

Monica Caldicott left the meeting at 2:15 p.m.

13. Closed session

Vancina stated: The Board will now move into a closed session to discuss matters pertaining to personnel, as per 5 Illinois Compiled Statutes, chapter 120, paragraph 2, section (c) 1, 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.*

Stagg moved that Board enter into closed session, and Voitik, seconded, and the motion was approved on a roll call vote: Rosie Camargo, Alice Creason, Juanita Harrell, Robin Helenthal, Dianne Hollister, Rene Leyva, Jennifer McIntosh, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Karen Voitik. Nays: None.

14. Actions in follow-up to closed session

None.

15. Adjourn

The meeting was adjourned at 2:39 p.m.