

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, September 23, 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, September 23, 2022.
2. Roll call of RAILS board members
Fister called the roll of Board Members:
Peoria Public Library: Rosie Camargo, Robin Helenthal, Dianne Hollister, Becky Spratford, Thomas Stagg, Karen Voitik,
Burr Ridge: Alice Creason, Juanita Harrell, Julie Milavec
Zoom: Alex Vancina, Monica Caldicott, Rene Leyva, Jennifer McIntosh
Absent: Beth Teppen, Vanessa Villarreal
3. Recognition of guests and announcements
Burr Ridge: Joe Filipek, Mark Hatch
Peoria Public Library: Deirdre Brennan, Monica Harris, Anne Slaughter, Wes Smith, Dennis Danowski, Laura Keyes-Kaplaflka, Rebecca Seaborn, Amy Harris, Emily Fister-minute taker
Zoom: Greg McCormick, Leila Heath, Dan Bostrom, Sharon Swanson, Mary Witt, Ryan Hebel, Brad Porter.
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 August 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 – Sharon Swanson
Creason moved for the approval of the consent agenda. Hollister 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, Julie Milavec, Becky Spratford, Thomas Stagg, Alex Vancina, Karen Voitik. Nays: None.
5. RAILS Financial Report
Swanson reported the August 31 unassigned general fund cash and investment balance (\$18.8 million) would fund approximately 18.1 months of operations. Revenues of just over \$1.8 million were approximately \$1.7 million below budget until we received payments totaling \$2,145,000. These were received after the report was submitted to the board. Investment income was \$62,184 through August, which exceeds the total investment income received for the entire fiscal year 2021. Expenditures through August of almost \$3.1 million were approximately \$134,000 below budget in nearly all major cost categories. Swanson answered some questions about contractual services and expenditures.

7. Reports

7.1 Report from the RAILS President

Vancina reported the executive committee update would be given later in the meeting.

7.2 RAILS Board Committee Reports - Committee Chairs

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 – Jennifer McIntosh

McIntosh reported the next meeting would be October 3, 2022 to discuss work policies, staff holidays and the board election process.

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 she has repeatedly reached out to the principal of St. Andrew Catholic Grade School principal with no success. The Rock River Library Consortium has turned off their access to services. Reports are that the school is in dire financial crisis. RAILS staff met with RSA Executive Committee about their financial independence plan. RAILS will assist them with legal advice related to changing their non-profit 501c3 status, their eligibility for membership in IMRF and facilitating meetings with members about the changes. The Illinois State Library Advisory Council (ISLAC) held its first meeting in several years on August 25 and will meet again in October. The committee voted to establish a subcommittee to work on statewide solutions to the unserved problem.

7.3.2 RAILS Delivery update -Monica Harris & Mark Hatch

Hatch gave an overview of the current five facilities owned or leased by RAILS. He presented statistics for each hub, materials per bin and number of bins. GeoMARC conducted an analysis of all delivery hubs and a change to the East Peoria delivery routes which resulted in a savings of \$30-\$40K annually. There were some changes to the Bolingbrook routes as well, working on expanding Community Delivery Partnerships (CDPs) currently 250, and more “van on demand” deliveries. The evaluation will be done twice a year.

7.4 Illinois State Library Report

McCormick reported that Braille and Talking book devices have been upgraded. The new machines will hold up to 20 titles. The deadline for the school per capita grant is October 15 and reminders will be sent as they have only received one third of the regular applications. Public Library per capita grant applications are due January 30; Live and Learn constructions grants are due January 15. The Illinois State Library Advisory Committee (ISLAC) will be meeting again October 27, Dave Barry was appointed Chair, and members of unserved subcommittee will be announced soon. McIntosh asked that academic libraries be included in the communication regarding the update on Talking Books and Braille.

8. New business

8.1 Annual Report

Brennan presented the Annual report and reminded all that the report goes through June 2022 and includes activities and accomplishments throughout the fiscal year. She reviewed some highlights: growth in Find More Illinois and Explore More Illinois, both became more important due to the pandemic; the huge overturn of the RAILS finance department was handled well; the expansion of the My Library is... campaign.

Spratford moved for the approval of the FY 2022 Annual Report and that it to be submitted to the Illinois State Library. Voitik seconded and the motion was unanimously approved.

8.2 Annual Audit Report FY2022

Swanson reported that RAILS has completed the 11th annual financial audit which went smoothly and resulted in a clean opinion. The motion will be asking for board acceptance of the report instead of approval to avoid giving the impression that Lauterbach and Amen is under our supervision, thereby impairing their independence. Brad Porter, a principal at Lauterbach and Amen who oversaw the audit, gave the following report: the net position of nearly \$31.1 million increased nearly \$2,281,000 from fiscal year 2021, primarily due to the increase in IMRF pension plan earnings. RAILS is in the rare and enviable position of having a Net Pension Asset instead of a Net Pension Liability with RAILS's individual employer plan being 131% funded. General Fund Expenditures were above the budget by nearly \$214,000, primarily due to above budget capital outlays related to the implementation of the new lease accounting standard. This lease standard requires the recording of leases as assets on the balance sheet that are then amortized over the entire term of the leases. The independent audit report states the responsibilities of both parties and reports an unmodified or clean opinion with sound internal controls of the finance department and its procedures. He was very appreciative of the efforts of the RAILS finance department and their cooperation with the audit.

Harrell moved for the acceptance of the FY2022 Annual Audit Report, Milavec 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, Julie Milavec, Becky Spratford, Thomas Stagg, Alex Vancina, Karen Voitik. Nays: None.

8.3 Board Compliance with Statutes

Brennan reported the document included in the packet was prepared by our attorney as an overview of State statutes. Every year we certify through the APC application that board members have reviewed and are in compliance with these statutes.

8.4 Appointment of Interim Executive Director (action requested) Alex Vancina

Vancina announced Deirdre Brennan's last day will be November 18, and it looks like we will not have a new executive director on board until February. Caldicott moved to appoint Monica Harris as interim executive director of RAILS as of November 18, 2022 until a new executive director is hired. Spratford seconded and the motion was unanimously approved.

8.5 New Member

Bostrom reported the Riverview SD 2 was investigating different cataloging options which led them to RAILS membership opportunities. The school was the first school of Tom Stagg's

brother's teaching career. Stagg moved that the board approve full membership in RAILS for Riverview SD 2, and request final approval from the Illinois State Library. Camargo seconded and the motion was unanimously approved.

A 10-minute break was taken.

9. Unfinished business

9.1 Executive Director Search

Vancina reported the Executive Committee met Monday with Bradbury Miller and reviewed the process and worked on the timeline for the search. The timeline was emailed to the board on Monday. RAILS staff is working on getting materials to the firm. Bradbury Miller will develop surveys for staff, members and the board which will help in creating the job ad. Staff clarified that the dates of January 24-25 may be full days depending upon the number of finalists and schedules.

10. Board development

10.1 OCLC Overview – what is OCLC, how Illinois libraries use it

Brennan reported that the creation of OCLC in 1967 was revolutionary and that OCLC has evolved significantly over the years. It changed how catalogs and resources were shared and was the beginning of the end of card catalogs. In the past the Illinois state library required all ILLINET libraries to be members of OCLC but this is no longer the case. There are problems with transparency of the organization, sharing of the holdings, as well as the amount of membership fees paid by libraries. She stressed the ICOLC (International Coalition of Library Consortia) report that was included in the packet is confidential; since RAILS is a member of ICOLC and the board is part of RAILS it can be shared with the board but not beyond. OCLC refuses to change the pricing or explain the current pricing. The board discussed group buys, alternatives to OCLC and individual experiences with the organization. The RFP for OCLC Group services is up for renewal in July 2024.

11. RAILS board member reports

Spratford asked all to spread the news that the LaGrange Library is looking for a new executive director and applications are open until October 9. Caldicott shared that the Vernon Hills High School library was named as an exemplary library by the Association of Illinois School Library Educators (AISLE) and was grateful for the recognition. Stagg introduced and welcomed Amy Harris the new Director of the Alpha Park library district. He said they received a technology grant through RAILS.

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

The next meeting will include an update on the executive director search and job posting. Many will attend the ILA reception for Deirdre on Tuesday, October 18, 5-7 pm. The next board meeting will be held on Friday, October 28 at 1 p.m.

13. Adjourn

The meeting was adjourned at 3:03 pm.

