

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, October 28, 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, October 28, 2022.

2. Roll call of RAILS board members

Fister called the roll of Board Members:

Burr Ridge: Monica Caldicott, Juanita Harrell, Julie Milavec, Rene Leyva, Jennifer McIntosh, Robin Helenthal, Dianne Hollister, Becky Spratford, Thomas Stagg, Alex Vancina, Karen Voitik, Zoom: Alice Creason, Beth Tepen, Vanessa Villarreal, Rosie Camargo-joined at 1:06 p.m.

Absent: none

3. Recognition of guests and announcements

Burr Ridge: Deirdre Brennan, Monica Harris, Mark Hatch, Galin Iliev, Dave Barry, Emily Fister-minute taker

Zoom: Greg McCormick, Karen Egan, Leila Heath, Sharon Swanson, Mary Witt, Ryan Hebel, Joe Filapek, Jody Rubel

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 September 23, 2022 Regular Meeting

5.3 Approval of Disbursements: September, 2022 – Sharon Swanson

Creason moved for the approval of the consent agenda. Hollister seconded and the motion was unanimously approved.

6. RAILS Financial Report

Swanson reported the September 30 unassigned general fund cash and investment balance (\$20.1 million) would fund approximately 19.3 months of operations. Revenues of almost \$4.1 million were approximately \$.6 million below budget due to only receiving two Live and Learn payments from the FY23 APC grant as of September 30, though on October 12 and 14, RAILS received two payments - \$4,573,070 the third Live & Learn payment, and the portion of the APC grant that is paid from the State's general fund. Investment income was \$92,049 through September and the amount exceeds the total budgeted investment income of \$77,769 for the entire fiscal year due to a conservative budgeted rate of .423%. Expenditures through September of over \$4.1 million were approximately \$242,000 below budget, primarily due to a lag in billings or timing differences between the budget and the actual expenditures.

7. Reports

7.1 Report from the RAILS President

Vancina reported the executive committee update would be given later in the meeting. He also presented Resolution 2022-01: A Resolution to Designate the Main Meeting Room at the RAILS

Burr Ridge Administrative headquarters as the Deirdre Brennan Meeting Room. Harrell moved for the adoption of Resolution 2022-01. Hollister seconded and the motion was unanimously approved.

7.2 RAILS Board Committee Reports - Committee Chairs

There were no additions or questions regarding the reports included in the packet.

- 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
- 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 the ILA Annual conference was well attended, and it was a great gathering opportunity post COVID as well as providing great sessions. The RAILS booth had over 691 visitors in 2 days and the RAILS tote bags were a big hit. She announced that the Explore More Illinois program added two new attractions: the DuPage Symphony Orchestra in Naperville and the Museum of Science and Industry in Chicago. Staff is hoping the addition of the museum will open the door to other Chicago museums and attractions. The Illinois State Library Advisory Committee (ISLAC) meeting was cancelled due to a lack of quorum. The committee is very important as it provides input in addressing policies and issues and makes recommendations concerning the evaluation of statewide services.

7.3.2 RAILS Financial report overview

Swanson reviewed the aspects of the monthly report included in the monthly board packet. She explained the composition and the various funds and tips for reading the reports. RAILS's accounting is done on a modified accrual basis used by for-profit business or government enterprise funds that are run like a business. The reports include both government-wide statements and fund financial statements. She said the monthly report includes the following: cash position report, statement of net assets, the general fund and the capital projects fund revenues and expenditures; Delivery and LLSAP support sub-funds, and the expenditure report. Spratford gave kudos for the report and said she learned some things even though she has been looking at library financial reports for over 20 years.

7.4 Illinois State Library Report McCormick reported FY 2023 Public Library Per Capita & Equalization Aid Grant applications are available and are due January 30, 2023. The FY 2023 Live and Learn Construction Grant applications are available and are due to the State Library on or before January 15, 2023. The Try-It! Illinois program is a program that offers staff and library users an excellent opportunity to survey and evaluate a wide variety of electronic resources. The ISL staff has completed the internal budget information for the current and next administration.

8. New business

8.1 Remote Work Policies

Harris reported that RAILS had a teleworking policy prior to COVID, but it needs updating to reflect the current remote work environment. RAILS is working with LIRA, our insurance carrier, on aspects of the policy, as well as getting input from HR source and legal counsel.

8.2 Board election process

Brennan reported that the policy committee is looking at the election process both to increase board diversity and to increase voting numbers. Generally, only 200 members of 1300 possible vote. Some possible changes are a video message from candidates, creating a pulse page or dashboard about the election, messages from the executive director and a candidates' forum. Board members suggested personal email messages from current board, and statements regarding the work done as a board member. Brennan reminded everyone of the "top three" brief talking points provided in the This Month at RAILS report every month.

8.3 RAILS staff holidays

Brennan reported that the policy committee voted unanimously to add Martin Luther King's birthday (observed) and Juneteenth to the list of holidays that RAILS is closed. Spratford moved to accept the committee's recommendation and to add Martin Luther King's birthday (observed) and Juneteenth to the list of holidays that RAILS is closed. Leyva seconded and the motion was unanimously approved.

8.4 New Members

Witt gave a brief overview of three schools applying for RAILS membership. Carmel Catholic High School in Mundelein is interested in RAILS deals and discounts; Calumet Public School District 132 is interested in expanding digital offerings and Grass Lake School District 36 wants to join eRead Illinois. Caldicott moved that the board approve full membership in RAILS for the three schools and request final approval from the Illinois State Library. Helenthal seconded and the motion was unanimously approved.

A 10-minute break was taken. Tepen left the meeting at 2:00 p.m.

9. Unfinished business

9.1 Executive Director Search

Vancina reported the Executive Committee met on October 17 to review the job ad created for the position. The ad was shown on screen and is available to view on both the RAILS and Bradbury Miller websites. Bradbury Miller will start actively recruiting and the committee meets next on Monday, December 12, 11am-1pm. to review pool of candidates and select 6-8 semifinalists to present to the board.

10. Board development

10.1 LSTA Long Range Plan

McCormick reviewed the Long-Range Plan for the use of Library Services and Technology Act Funds. He explained that this is a five-year plan that was previously filed annually, and some programs encompass a combination of state and federal funds. In FY22 the Illinois State Library funded 1749 grants of \$68 million. The largest grants were for funding delivery programs to the systems. Most projects or grant programs are determined by ISLAC and the Illinois State

legislature. Egan reported the 5-year evaluation of the programs was just completed and details data statistics and trends. The plan includes goals and objectives that are intentionally broad. The three goals of the plan were reviewed:

- Goal 1: Position the Illinois library community to extend library services for all Illinois residents by providing access to information and ideas.
- Goal 2: Position the Illinois library community as an educational anchor by providing opportunities to support education, information fluency, lifelong learning.
- Goal 3: Position the Illinois library community to provide quality library and information services through innovation in collection development, community engagement, and best practices.

An independent evaluator will conduct an assessment of the FY2023-2027 plan following the guidelines provided by IMLS.

11. RAILS board member reports

Caldicott thanked RAILS for their generous support of the 2022 AISLE conference and for the work of Janette Derucki and Grant Halter. Spratford reported the Chicago Tribune did an article on horror writers and the Glenbard West High School drama department with the Glen Ellyn public library hosted a Haunted Library literary event at the Glen Ellyn Public Library Oct. 21, 2022. The students recreated scenes from four local authors and transformed them into one-scene horror plays. Hollister reported the Bloomington Public Library is undergoing renovations and hope to host a reopening celebration in fall of 2023. Milavec said the Downers Grove library will start renovation November 7 and the sole elevator will be out of service for three weeks. There will be a lot of rearranging of materials and workspaces. Helenthal reported the Peoria Public Library is displaying Portraits of Peoria - new augmented reality murals on the windows of Main Library. Using a special phone app, users can scan each mural, prompting a video featuring a local actor portraying the subject of the mural telling stories of past Peoria residents from a first-person perspective. Harrell reported the library at the DuPage County courthouse just installed an extra phone line for users. It is very convenient and greatly appreciated because cell phones are not allowed for visitors in the building.

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

At the next meeting on November 18, 2022 at 1: p.m. we will give an update on the Executive Director search. It will be Deirdre's last meeting and past board members are also invited to join the board for lunch.

13. Closed session

Vancina said the Board will move into 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.*

Hollister moved that Board enter into closed session, and Milavec seconded, and the motion was approved on a roll call vote. 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, Vanessa Villarreal, Karen Voitik, Nays: None.

Milavec moved that Board move out of closed session into open session. Harrell seconded, and the motion was approved on a roll call vote. 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, Vanessa Villarreal, Karen Voitik, Nays: None.

14. Actions in follow-up to closed session

No action taken.

15. Adjournment

The meeting adjourned at 3:11 p.m.