

**RAILS BOARD POLICY COMMITTEE MEETING**

Monday, October 31, 2022

125 Tower Drive

Burr Ridge, IL 60527

**Draft Minutes****1. Call to Order**

At 10:31 a.m., Jennifer McIntosh, RAILS Board policy Committee Chair called the meeting to order and read the following statement:

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. Committee Member Roll Call**

Telephone/Zoom: Alice Creason, Juanita Harrell, Robin Helenthal, Rene Leyva, (joined after roll call), Jennifer McIntosh

**3. Recognition of Guests and Announcements**

Burr Ridge: Deirdre Brennan, Monica Harris, Jody Rubel

Telephone/Zoom: Samantha Daly

**4. Public Comment**

There were no public comments.

**5. Consent Agenda**

5.1. Adoption of Agenda

5.2. Approval of Minutes of October 3, 2022 RAILS Board Policy Committee meeting

Creason moved, Helenthal seconded, that the October 31, 2022 Consent Agenda be approved as presented.

Roll vote:

Ayes: Creason, Harrell, Helenthal, McIntosh

**6. Unfinished Business****6.1. Remote Work Policy Draft**

Harris clarified out-of-state residency would be handled on a case-by-cases basis. The Remote Work Policy would be forwarded to the work comp attorneys for further review. Going forward, an approved policy would be brought back to the committee if there were changes due to legal precedent or organizational practice. Staff would have the opportunity to provide feedback at the next staff meeting. It was suggested to incorporate a common understanding language, and articulate regular, recurring remote work, intermittent, and emergency work arrangements in the policy. Harris noted the RAILS internal Climate Team has undertaken efforts to maintain a strong work culture. No action taken.

**6.2. Board Election Process**

Brennan summarized common themes from the Board and the policy committee meeting discussion. Themes were related to marketing, encourage voting, and thoughts on the nomination process. RAILS strongly promotes getting candidates and encourages voting amongst libraries in all possible ways. The Board suggested direct contact and creating video messages to emphasize value in being a board member and the importance in voting. The committee would further discuss diversity, nomination committee role, and election models in the new year. Leyva express interest in participating on the nomination committee. McIntosh tasked Brennan with sharing names of three possible candidates. No action taken on changes to bylaws.

**7. New Business**

**7.1. COVID Policy Changes**

Harris reported the COVID-19 Policy was last updated October 2021. Language in the policy needs to reflect current practice. Under scope, the testing piece is no longer place, it was discontinued in the of Summer 2022,. Committee members recommended to remove the reference to COVID-19 or replace it with a general communicable or infectious disease policy. Staff would further investigate a general infectious disease policy. Harris to present findings at a future meeting. No action taken.

**8. Agenda Topics for the next Committee Meeting**

Next meeting date would be determined by the responses to a Doodle Poll. Agenda items for the next meeting included Board Election Process, Remote Work and COVID-19 policies. McIntosh thanked Brennan for her leadership.

**9. Adjourn**

At 11:27 a.m., McIntosh adjourned the meeting.