

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, November 18, 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, November 18, 2022.

## 2. Roll call of RAILS board members

Fister called the roll of Board Members:

Burr Ridge: Monica Caldicott, Alice Creason, Juanita Harrell, Julie Milavec, Jennifer McIntosh, Robin Helenthal, Dianne Hollister, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Vanessa Villarreal, Karen Voitik

Absent: Rosie Camargo, Rene Leyva

## 3. Recognition of guests and announcements

Burr Ridge: Deirdre Brennan, Monica Harris, Mark Hatch, Mary Witt, Dan Bostrom, Leila Heath, Anne Slaughter, Joe Filapek, Grant Halter, Ola Gronski, Dave Barry, Emily Fister-minute taker

Zoom: Greg McCormick, Sharon Swanson, Mary Witt, Ryan Hebel,

## 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 October 28, 2022 Regular Meeting

5.3 Approval of Disbursements: October, 2022 – Sharon Swanson

Voitik moved for the approval of the consent agenda. Milavec seconded and the motion was unanimously approved.

## 6. RAILS Financial Report

Swanson reported the October 31 unassigned general fund cash and investment balance (\$24.3 million) would fund approximately 23.4 months of operations. Revenues of a little over \$8.8 million were approximately \$2.9 million above budget due to receipt of a third Live and Learn payment of \$1,072,500 as well as the portion of the APC grant that comes out of the State's general fund of \$3,500,570. November 10 and November 16, RAILS received the fourth Live & Learn payment (\$1,072,500) as well as the first half of the L2 development and maintenance grant (\$51,819.50). Investment income was nearly \$150,000 through October which almost doubles the total FY23 budgeted investment income of \$77,769. Expenditures through October of over \$5.2 million were approximately \$475,000 below budget due primarily to timing differences in group purchases. Delivery department expenditures through October of just over \$1.3 million were approximately \$121,000 below budget.

## 7. Reports

7.1 Report from the RAILS President

There was no report.

## 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 – 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 this is her last board meeting, and she will miss the board and staff that she had the privilege to work with for the last 10 years. She thanked the board for their support throughout her tenure.

Harris reported on a pilot program for the delivery staff regarding the payout of unused paid time off. Due to staffing issues, many delivery personnel are unable to use their allotted vacation time accrued since 2020. Staff had been allowed to accrue and carry over more than their regularly allotted 37.5 hours because of staffing issues sustained throughout the pandemic. This payout is on a one-time basis for the 2022, and no delivery staff would be able to carry over more than the regularly allotted 37.5 hours per year. The affected staff will receive a letter telling them their last paycheck of the year will include any unused paid time off over 37.5 hours.

## 7.4 Illinois State Library Report

McCormick regrets not being able to attend Brennan's last meeting in person. A new Secretary of State, Alexander Giannoulis was recently elected and ISL state is working with his transition team. On November 28 Secretary White and Illinois Poet Laureate, Angela Jackson will host the 2022 Illinois Emerging Writers Winners at the State Library. The legislature was in veto session this week and PA 102977 regarding board vacancy replacements was moved into HB 4073 and is on the calendar of concurrence for a House vote. A new tool for public libraries offering comparative data from IPLAR will be available soon. He said that Joe Natale, Chief Deputy Director of the State Library has quietly retired and wished him congratulations. He gave kudos to Dee Brennan on her retirement and said the library system is a better place since she started, with more services for all Illinois libraries. He hopes she enjoys her next stage in life. He and the State Library will look forward to working with Monica Harris and the next Executive Director.

## 8. New business

### 8.1 Remote Work Policies

Harris reported that the policy committee met and reviewed the changes to the remote work policy incorporating the changes to regular operations since COVID. Suggestions were made regarding language such as differentiating between intermittent, emergency, regular, and recurring remote work. The policy has been sent to staff for review and comments but will

continue to ask for feedback. We are waiting for the legal review of the policy before proceeding with another review by the policy committee.

## 8.2 Board election process

Brennan reported that the policy committee discussed the election process, focusing not on changing the process, but finding better ways to increase the visibility of the position and the relate the importance of serving. The policy committee recommends that the Board discuss the meaning of diversity for the board. McIntosh added that it is a great time to leverage the existing diversity of the board and how the board makeup needs to be representative of the size and diversity of the RAILS service area.

## 8.3 New Members

Bostrom reported that this is the first time in years that a public library has requested membership in RAILS. Cheney Grove Township is not currently automated but is looking to do that hopefully through a catalog group. School district CUSD 304 in Monmouth, was previously a member but was suspended due to unresponsive requests regarding certification. Creason moved that the board approve full membership in RAILS for the two libraries and request final approval from the Illinois State Library. Milavec seconded and the motion was unanimously approved.

A 10-minute break was taken.

## 9. Unfinished business

### 9.1 Executive Director Search update

Vancina reported the search is open until November 27 and they have received 7 applications so far. The Executive Committee will meet on Monday, December 12 to review the pool of candidates and select 6-8 semifinalists to interview.

### 9.2 Suspension of Membership (action requested) Deirdre Brennan

Brennan and Bostrom outlined the attempts made to contact St. Andrew Catholic School in Rock Falls regarding the closing of their school library. Their calls and emails went unanswered, and they no longer are eligible for RAILS services including membership in the Rock River Library Consortium (RRLC). Stagg moved to suspend full membership for St. Andrew Catholic School in Rock Falls and request final approval of suspension from the Illinois State Library. Helenthal seconded and the motion was unanimously approved.

## 10. RAILS board member reports

Villareal reported that the Lake Villa Public Library District recently hosted an outdoor space plan meeting with the community and it was very well attended. Milavec reported that elevator replacement at the Downers Grove library is on track and the temporary changes such as the reference desk in the lobby are challenging and interesting. Spratford reported that ILA has a new forum for small and rural libraries ([www.ila.org/forum/13/small-and-rural-libraries-forum-sarl](http://www.ila.org/forum/13/small-and-rural-libraries-forum-sarl)) and asked the board to spread the word to interested parties. Harrell said that she attended a reception for an award won by the Kane County law library courthouse and met

interesting people, among them the Chief Justice of the Illinois Supreme Court, Mary Jane Theis. At the time of the meeting, Harrell did not realize the stature of the Justice as she was in a room full of judges. McIntosh reported the College of DuPage just announced the pop art exhibit featuring Andy Warhol which will be coming to the McAninch Arts Center from June 3-September 10, 2023. <https://www.theccma.org/warhol>. The College will be reaching out to neighboring areas to host other pop art exhibits as well. Vancina reported that the Helen Plum library in Lombard will be opening in the spring after renovations have been completed. Hollister reported that Sharon Chung, a friend and neighbor, won her bid for State Representative and she is a proponent of libraries.

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

At the next meeting on Friday, January 20, 2023 at 1:00 p.m. which is the third, not fourth Friday of the month due to the ALA conference. There will be no December board meeting. Included will be an update on the Executive Director search, and a discussion on board diversity.

12. 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.*

Villareal moved that Board enter into closed session, Hollister seconded, and the motion was approved on a roll call vote. Ayes: Monica Caldicott, Alice Creason, Juanita Harrell, Robin Helenthal, Dianne Hollister, Jennifer McIntosh, Julie Milavec, Becky Spratford, Thomas Stagg, Beth Tepen, Alex Vancina, Vanessa Villarreal, Karen Voitik, Nays: None.

Caldicott moved that Board move out of closed session into open session. Villareal seconded, and the motion was approved on a roll call vote. Ayes: : Monica Caldicott, Alice Creason, Juanita Harrell, Robin Helenthal, Dianne Hollister, Jennifer McIntosh, Julie Milavec, Becky Spratford, Thomas Stagg, Beth Tepen, 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 2:12 p.m.