

**DRAFT****RAILS BOARD POLICY COMMITTEE MEETING**

Monday, December 5, 2022

125 Tower Drive

Burr Ridge, IL 60527

## Minutes

## 1. Call to Order

Jennifer McIntosh, RAILS Board policy Committee Chair called the meeting to order at 9:31 a.m. 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

Zoom: Jennifer McIntosh, Alice Creason, Juanita Harrell, Robin Helenthal, Rene Leyva

Absent: none

## 3. Recognition of Guests and Announcements

Burr Ridge: Monica Harris

Zoom: Samantha Daly, Emily Fister-designated minute taker

## 4. Public Comment

There were no public comments.

## 5. Consent Agenda

## 5.1. Adoption of Agenda

## 5.2. Approval of Minutes of October 31, 2022 RAILS Board Policy Committee meeting

Helenthal moved for the approval of the consent agenda. Harrell seconded, and the motion was unanimously approved on a roll call vote. Ayes: Creason, Harrell, Helenthal, Leyva, McIntosh. Nays: none

## 6. Unfinished Business

## 6.1. Remote Work Policy Draft

Harris reviewed the changes to the policy since the last meeting. The policy has been forwarded to the workers comp attorneys for further review. The policy has been presented and sent to staff with little or no feedback. The remote work stipend was a continuation from the COVID period per a suggestion of HR Source due to many administrative staff using personal phone and internet services for work purposes. Creason moved, and Leyva seconded, that the Remote Work Policy be presented to the RAILS board for full approval pending any suggested changes from the legal review.

The motion was unanimously approved on a roll call vote. Ayes: Creason, Harrell, Helenthal, Leyva, McIntosh. Nays: none

**6.2. Board Election Process**

Harris reported that the changes suggested by the RAILS board would potentially move forward when the Nominating committee is seated and meets in March. There were questions regarding what defines Board diversity. Is diversity racial, geographical, type and size of library, and/or position of candidates? It was previously agreed by this committee and the board that candidates should participate in a recorded interview regarding positions on various RAILS issues. It was suggested that this committee make recommendations regarding the process for filling vacancies on the board between elections. Fister shared the “filling vacancies on the Board procedures” document. It was agreed that language should be added regarding diversity. It was also agreed that this committee should review standing policies on a regular basis.

**6.3. Communicable Diseases Policy (was COVID Policy Changes)**

Harris reported this Policy (previously COVID Policy) was updated to be broader to in the policy needs to reflect current practice and using a general communicable policy as suggested by this committee. The policy reflects the purpose of not discriminating against those with communicable diseases, while protecting individuals as well as the workplace in general. Leyva suggested adding IDPH to the guidelines, not just the CDC. Other suggestions were to add language regarding “additional procedures may be developed as necessary” and “adherence to procedures as recommended by CDC, IDPH, etc.” Harris will bring the changes to the next policy committee meeting.

**7. 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 Communicable Diseases Policy, and a review of current policies and procedures.

**8. Adjourn**

The meeting was adjourned at 10:19 a.m.