

RAILS BOARD POLICY COMMITTEE MEETING

Wednesday, March 8, 2023 - 9:00 a.m.
125 Tower Drive, Burr Ridge, IL 60527

Draft Minutes

1. Call to Order

Jennifer McIntosh, Committee Chair and RAILS Board Vice President, called the meeting to order at 9:00 a.m. on Wednesday March 8, 2023 and read the following and read the following: 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. The zoom chat will be disabled after the Public comments section.

2. Committee Member Roll Call

Present via zoom: Alice Creason, Robin Helenthal, Rene Leyva, Jennifer McIntosh

Absent: none (Juanita Harrell, former committee member, resigned from the RAILS Board).

3. Recognition of Guests and Announcements

Guests present via Zoom: Sam Daly, Monica Harris, Mary Kate Murray, Sharon Swanson, Emily Fister-designated minute taker.

4. Public Comment

There were no public comments.

5. Consent Agenda- Jennifer McIntosh

5.1. Adoption of Agenda

5.2. Approval of Minutes of February 8, 2023 RAILS Board Policy Committee meeting

Alice Creason moved to adopt the consent agenda. Robin Helenthal seconded.

Ayes: Alice Creason, Robin Helenthal, Jennifer McIntosh, Rene Leyva

Nays: None

6. Unfinished Business

6.1. Board Election Process – Diversity statement

The Committee discussed the diversity statement and noted to clarify the importance of diversity of representation of membership.

6.2. Review of current policies

6.2.1 Fiscal Accountability Policy

The RAILS Fiscal Accountability Policy has not been updated since 2018. Swanson presented updates suggested for clarification and to reflect current legislation and EDI factors. Questions will be presented to the Illinois State Library and RAILS' lawyers to solidify language and best practices.

6.2.2 Social Media Policy

Harris presented the RAILS Social Media Policy, which was last approved in 2016. Suggestions were made to examine disabling comments, review records retention practices on social media, and explore whether other institutions have policies that are built around certain social media platforms. The communications team will review this and provide comments for the Policy Committee to consider next meeting.

6.2.3 Ethics Ordinance

Harris presented the Ethics Ordinance, which has not been updated since 2016. Every year, RAILS follows the statute, appoints an ethics officer, and posts information on the RAILS website. Leyva suggested noting when the policy is reviewed and not changed at the bottom of the document. No changes were made to the document.

6.3. RAILS Succession plan

Harris presented a sample RAILS succession plan based on a CCS plan from 2021. Discussion emphasized ensuring staff morale and comfortability with the succession plan. McIntosh suggested breaking out roles and responsibilities for the board vs. for staff to clarify what the board needs to do.

7. Agenda Topics for the next Committee Meeting

The next policy committee meeting will be held at 10:00 am on Thursday, May 4.

Agenda topics for that meeting are:

- The Fiscal Accountability Policy
- The Social Media Policy
- The Succession Plan

8. Adjourn

The meeting was adjourned at 10:11 a.m.