

RAILS BOARD NOMINATING COMMITTEE MEETING

Tuesday, March 21, 2023 | 11:30 a.m.

RAILS Burr Ridge Service Center

125 Tower Drive, Burr Ridge IL 60527-5783

Draft MINUTES

1. Call to Order

Alice Creason, Committee Chair of the RAILS Board Nominating Committee Meeting called the meeting to order at 11:30 a.m. on March 21, 2023 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. Roll Call of Committee Members

Fister called the roll of the committee members:

Present via Zoom: Alice Creason, Alexis Carscadden, Rene Leyva, Jennifer Lucas, Laura Turner (arrived at 11:39 a.m.)

3. Recognition of Guests and Announcements

Burr Ridge: Monica Harris

Zoom: Emily Fister, Stacy Palmisano, Mary Kate Murray, Renya Krempl

4. Public Comments

There were no public comments.

5. Adoption of Agenda

Leyva moved for the adoption of the agenda, Lucas seconded, and a roll call vote was taken

Ayes: Creason, Carscadden, Leyva, Lucas, Turner. Nays: none

Creason asked that attendees give a brief introduction. She thanked everyone for their time and willingness to serve on the committee.

6. Committee responsibilities

Witt reviewed the responsibilities of nominating committee: recruit candidates and spread the word about the open seats to colleagues using networking and mailing lists. RAILS is looking for academic, special, and school library staff, from any level. The board would like to increase all aspects of diversity: age, race, ethnicity, geographic location, and staff position. Committee members can also assist by encouraging members to vote. In the past, elections have produced about 200 votes and the goal is to raise that number.

7. RAILS Board Member Job Description

Harris highlighted recent updates to the job description. The diversity statement was added, as a result of the Strategic Plan. The diversity statement draft has not yet been approved by the RAILS board. Other changes are around responsibilities, especially the anticipated end of the governor's emergency order which will require in-person participation for members. Fister stated that the job description is reviewed every year and can be updated if guidelines change.

8. Review Nomination form

Creason reported the nomination form included in the packet also includes the RAILS diversity statement. The diversity statement was updated and approved by the policy committee to align with the RAILS strategic plan. Witt said the wording of the diversity questions included on the nomination form was recommended by a diversity consultant the previous year. The committee recommended the diversity section add an option for "ALL THAT APPLY". Witt shared that there may be a technical reason for "ONLY ONE" directive, but the change would be made if possible. Witt clarified that for voting purposes, a map showing candidates' locations is important as geographic diversity is a priority. There are some geographic areas from which it is difficult to get candidates, which might, in part, be due to population density variance. A map was presented showing locations for current RAILS board members. Witt confirmed that it is usual to have at least two candidates per seat and most have been contested elections, which is the goal. Leyva moved for approval of the nomination form. Turner seconded and a roll call vote was taken Ayes: Creason, Carscadden, Leyva, Lucas, Turner. Nays: none

9. Recruitment of Board Candidates

Harris indicated that some regions with low representative coverage should be prioritized, specifically northwestern Illinois, western-central Illinois approaching Quincy. She reviewed slides about the survey of priorities regarding RAILS board diversity from the January 2023 RAILS board meeting, which showed that the top 3 priorities of diversity were: racial, geographic, and library type. Overall geographic and racial preferences were the topmost priorities.

Witt discussed recruitment strategies that have been historically effective like reaching out to the people you know, and spreading the word among committee members' network is key. Lucas suggested requesting an announcement at ILA training for trustees. Harris suggested Tom Stagg a current board member and president of the ILA Trustee Forum could answer questions from interested parties, if any. Witt will send language to the nominating committee members to use in announcements and when talking to potential candidates as well as the links to the form and timeline.

Creason appreciated having someone from each library type on the committee. Harris noted they tried to get a school rep for the Nominating Committee, unsuccessfully so far, but they will keep trying. Carscadden offered to share the announcement in the Director Distribution List in the Consortium of Academic and Research Libraries in Illinois (CARLI). Witt enthusiastically accepted and let members know that an alert on the RAILS homepage will be live the following day.

10. Discuss Timeline For 2023 RAILS Board

Creason referred to the detailed timeline included in the agenda packet and indicated specific committee member assignments on the timeline. Harris reviewed the dates and tasks for each meeting. Leyva asked for letters to go to the candidates congratulating them for their win. Creason said the phone calls are simpler due to the need to confirm that the candidates have received the information. No public announcement can be made until all the candidates are contacted regarding the election results.

11. Schedule for Remaining Meetings

Fister indicated that setting the meetings while all are in attendance is easier than a doodle poll for staff. The committee agreed on the following meeting dates and times: Thursday, April 20, 2023 at 11:30 am; and Wednesday, May 31, 2023. The May meeting will require at least three of the committee members to be in person.

12. Agenda Topics for Next Nominating Committee Meeting

The Committee will meet on Thursday, April 20, 2023 at 11:30 am. The agenda will include a review of nomination and the proposed election process, and discussion of the proposed ballot.

13. Adjourn

Creason adjourned the meeting at 11:30 a.m.