

AGENDA

RAILS Special Board Meeting Orientation

July 28, 2023 | 9:30 a.m.-11:30 a.m.

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527

Zoom information: <https://railslibraries.zoom.us/j/94161714236>

Webinar ID: 941 6171 4236 | Passcode: 843887 | phone: 1 312 626 6799

1. Call to Order and Roll Call
2. Welcome And Introductions – Monica Harris
3. Introduction to Library Systems – Monica Harris & RAILS Staff
4. RAILS Board Meetings 101 – Monica Harris & Emily Fister
 - 5.1 Where To Attend
 - 5.2 Travel Reimbursement Form
 - 5.3 How To Participate And Contribute To Board Meetings
 - 5.4 Videoconference Locations And Sensitive Microphones
6. Email Accounts for RAILS Board Members – Monica Harris & Emily Fister
 - 6.1 Why A Separate Account Is Needed
 - 6.2 Importance Of Checking Email Regularly And Responding Promptly
 - 6.3 Adhering To Open Meetings Act
 - 6.3.1 Open Meetings Act Certification
7. Q&A/Open Discussion
 - 7.1 Buddy System
 - 7.2 Other
8. Adjourn