

Approved 8/25/23

Minutes
RAILS Special Board Meeting
Orientation

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

1. Call to Order and Roll Call

Alex Vancina, RAILS Board President called the meeting to order at 9:37 am on Friday, July 28, 2023. Fister called the roll of the Board members

Burr Ridge: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Robin Helenthal, Jennifer Hovanec, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Catherine Yanikoski

Absent: Dianne Hollister, Rene Leyva, Vanessa Villareal

2. Guests and Public Comments

Guests in Burr Ridge: Monica Harris, Ryan Hebel, Sharon Swanson, Leila Heath, Joe Filapek, Dan Bostrom, Anne Slaughter, Ola Gronski, Mark Hatch -arrived at 9:48 a.m., Emily Fister-note taker

Guests in Zoom: Mary Kate Murray,

There were no public comments.

3. Welcome And Introductions

Harris welcomed everyone to the orientation. All participants introduced themselves and gave a brief background on their experience in the library world.

4. Introduction to Library Systems

A video of the history of RAILS was shown. Harris introduced a video about RAILS, its services, funding, history, strategic plan, and EDI practices. The video can be found on the RAILS YouTube channel. RAILS staff members introduced themselves and gave overviews of their departments. Ola Gronski, Marketing Specialist, urged Board members to engage with RAILS' social media. Harris stated that, throughout the year, all these departments will be presented in the monthly Board meetings. Stagg recommended participating in networking events organized by Bostrom.

Vancina announced a 10-minute break.

5. RAILS Board Meetings 101

5.1 Where To Attend

Harris explained that the board would be voting on the board meeting calendar for the next FY at the board meeting. She said that in past years, boards have wanted to travel to

different locations throughout our service area to have networking lunches prior to the board meetings and invite local members to attend. Staff will work on setting those dates for travel outside of the Burr Ridge area. She said that a quorum is needed to hold all committee and board meetings. RAILS has a Policy on Meetings via Electronic Means included in the packet. Since RAILS covers a large geographic area, the Open Meetings Act allows library systems, to permit board and committee members to attend meetings by other means than physical presence. However, a quorum must be physically present in accordance with the Open meetings act. If you cannot attend in person, any admin team member can assist in making sure you are in a position to be counted in the quorum.

Fister stated that there a number of ways to attend a board meeting:

1. Attend at one of the RAILS service centers. RAILS Burr Ridge and East Peoria will be available for most meetings. RAILS admin team will confirm which sites are available for each individual meeting.
2. Attend via Zoom from a publicly accessible room at your public building. There must be audio access so the public may attend the meeting as well. The agenda must be posted at this location as well, at least 48 hours before the meeting.
3. Attend by conference call/zoom from your office or other private location. This is the least preferred option, *as your attendance will not count towards a quorum.*

5.2 Travel Reimbursement Form

Fister stated the RAILS travel reimbursement form is a prepopulated form with the up-to-date state mileage, as well as formulas for correct reimbursement. If the state mileage changes, Emily will send an updated form. Please use this form and email to Emily with any receipts and she will forward to the finance department. Please be sure to include your address so the check can be mailed to you. This is for all travel to and from any RAILS-related event. If you ever have any questions about what is reimbursable, please contact us.

5.3 How To Participate And Contribute To Board Meetings

Harris stated that the admin team creates an annotated agenda for the Board president and/or Committee chair as a guide or script for all meetings. The chair will ask for a motion and a second, anyone can respond “so moved, Monica”, then another person can reply, “second Emily” and the chair will ask for discussion or a vote. After a report, staff and board members will ask if there are any questions. Any board member is free to ask questions at any time during the meetings.

5.4 Videoconference Locations And Sensitive Microphones

Fister noted the audio equipment in the meeting room. She pointed out the microphones on the tables and noted when the green light is on everything said, whispered, every cough and every rustle of paper will be picked up, heard, and recorded for all to hear. She warned against having sidebar discussions during a meeting, as it is distracting, and can be picked up on the mics. Closed captioning is available for all board and committee meetings. If you chose to use your laptop during meetings, or are attending remotely, the option is easily seen on your Zoom screen.

6. Email Accounts for RAILS Board Members

6.1 Why A Separate Account Is Needed

Harris informed the board that all email exchanges related to board service are subject to FOIA (the Freedom of Information Act) disclosure. For this reason, a RAILS email address should be used for all RAILS Board business. In the event of a FOIA request, our awesome IT department will download the emails and submit them. If someone is using a separate email address, work or personal, all emails from those accounts would need to be reviewed and submitted. As an example, we have had FOIA requests in the past, one wanted all emails from 3 months from 15 different people that contained the words “thanks” or “thank you”.

6.2 Importance of Checking Email Regularly and Responding Promptly

Fister stated that board and committee packet information is sent a week prior to the meeting. There will be times that we need to communicate between meeting dates. RAILS IT department can set up your email on your phone, tablet or laptop so that you can easily access it and get an alert on your device when a RAILS email comes through. It is important that you reply to emails in a timely manner. Staff needs to plan meals, sometimes hotel reservations, and of course ensure a quorum at every meeting.

6.3 Adhering To Open Meetings Act

6.3.1 Open Meetings Act Certification

Harris noted that board members will receive many emails from RAILS staff. When receiving an email from a RAILS staff or fellow board member, refrain from using the “reply all” option. This is to avoid violations of the Open Meeting Act (OMA). If you have information that you would like to go to all the board members, Emily or any member of the admin team would be happy to do that. If you forget and do send a “reply all” message, it will not go through. Emily will get a notice asking her to allow or deny the email. Even if it is as innocuous as “see you soon”, it will be denied, in order to remind you not to avoid using the “reply all” option.

7. Q&A/Open Discussion

7.1 Buddy System

Vancina stated in the past, some veteran board members have volunteered to be a kind of mentor for new board members. If anyone is interested in being a mentor or mentee, you can ask or offer in one of the breaks or contact Emily.

7.2 Other

No other topics were discussed.

8. Adjourn

The meeting was adjourned at 11:21 a.m.