

DRAFT

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, October 27, 2023 | 1:00 PM

MINUTES

1. Welcome and Call to Order
Alex Vancina, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, August 25, 2023 at the RAILS Burr Ridge service center.
2. Roll Call of Members
Fister called the roll of the Board members.
Burr Ridge: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Vanessa Villarreal, Karen Voitik, and Catherine Yanikoski
East Peoria: Robin Helenthal, Dianne Hollister
Zoom: Jennifer Hovanec
Absent: none
3. Recognition of Guests
Guests in Burr Ridge: Monica Harris, Joe Filapek, Sharon Swanson, Leila Heath, Wesley Smith, Jessica Barnes, Laura Nemeth
Guests in Zoom: Ryan Hebel, Mark Hatch, Emily Fister-note taker
Karen Egan-Illinois State Library
4. Public comments and announcements
There were no public comments.
5. Consent agenda
 - 5.1 Adoption of the Agenda
 - 5.2 RAILS Board minutes of September 22, 2023 regular meeting
 - 5.3 RAILS Board minutes of September 22, 2023 special board orientation meeting
 - 5.4 Approval of Disbursements: September, 2023Hollister moved for the approval of the consent agenda. Voitik seconded and a roll call vote was taken: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Robin Helenthal, Dianne Hollister, Jennifer Hovanec, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Vanessa Villarreal, Karen Voitik, Catherine Yanikoski. Nays: None
6. RAILS Financial Report
Swanson reported that the financial statements are preliminary and unaudited reports and September 30 general fund cash and investment balance (approximately \$20.6 million) would fund approximately 18.1 months of budgeted FY2024 operations. The General Fund revenues through September of \$2.85 million were approximately \$2.77 million below budget due to not having yet received any APC grant payments, interest rates and the timing differences between budgeting and billing for RAILS programs. General Fund expenditures of just over \$4.7 million were \$700,000 below budget primarily due to lower contractual services, lower library materials expenditures, four vacant personnel positions and not replacing vehicles. She noted the fraudulent fuel purchases were resolved with a credit on the RAILS account for the full amount of the fraudulent activity. Both Swanson and Harris thanked the State Library for the new payment process for RAILS funding.

7. Reports

7.1 Report from the RAILS President

Vancina reported that Robin Helenthal has retired from her position at the Peoria Public Library and as a result has resigned from the RAILS board. He thanked Robin for her dedication to the RAILS board and wished her well in her next venture. Helenthal said she has enjoyed her time on the board and perhaps will run again in the future.

7.2 RAILS Board Committee Reports - Committee Chairs

There were no additions to the reports included in the packet.

- 7.2.1 Advocacy Committee - Robin Helenthal
- 7.2.2 Consortia Committee - Thomas Stagg
- 7.2.3 Equity, Diversity and Inclusion Committee-Dianne Hollister
- 7.2.4 Executive Committee - Alex Vancina
- 7.2.5 Nominating Committee - Tom Stagg
- 7.2.6 Policy Committee - Gwen Gregory
- 7.2.7 Resource Sharing Committee - Becky Spratford
- 7.2.8 Universal Service Committee - Alice Creason

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Harris reported that Dan Bostrom, the former RAILS Member Engagement Manager, has been hired as the new RAILS Director of Marketing and Communications. The patio at the Burr Ridge facility needs to be replaced due to deterioration. Some decorative fencing will be added, and the patio will be available for use in the Spring. A meeting on safety and security in libraries was held on September 15. Those libraries who have experienced recent bomb threats shared advice, and a summation of the conversation was made available on the Directors List. An individual linked to some of the recent bomb threats was arrested and may be charged further. An FBI webinar on safety streamed during the ILA conference, and RAILS is looking to offer that program again so more people can attend. Harris participated in a Book Challenges On the Rise program organized by Vernon Area Library that was attended by more than 700 people. It was not recorded, but programs on similar issues are available on the RAILS CE Archive. RAILS staff gave three presentations at the AISLE conference, including one on the role of RAILS as a library system. At the ILA conference, Anne Slaughter and Troy Brown of IHLS presented on the partnership between CARLI, IHLS, and RAILS that created an open letter to the Illinois Broadband Office asking for libraries to be considered in the broadband access initiative across Illinois. The public comment period is open at broadbandforlibraries.org until October 30, 2023 at 5:00 pm. Harris noted the success of the Illinois School Library Workers Symposium, attended by over 300 people. Filapek shared that the RAILS Staff In-Service day, the first in-person gathering of all RAILS staff since 2019, was a success and was the first time many of the staff from different centers had the opportunity to meet each other.

7.3.2 RAILS Service of the Month – Explore More Illinois

Explore More Illinois (EMI) offers library patrons discounts to museums, historical societies, performing arts centers, and more across Illinois and on the Iowa and Wisconsin borders. Attractions are enrolled for free and are allowed to choose what discounts they offer. With

seasonal attractions, there are now 76 attractions available in EMI, including the recent addition of the David Davis Mansion in Bloomington. Barnes reported that with the participation of Chicago Public Libraries, 17 new attractions have been added to EMI in 2023, and all three state library systems now participate. The five most popular attractions in 2023 have been the Museum of Science and Industry, the Peggy Notebaert Nature Museum, the Peoria Riverfront Museum, the Abraham Lincoln Presidential Library and Museum, and the DuPage Children's Museum. Four community colleges currently participate in Explore More Illinois, and RAILS hopes to evaluate the pilot program and add more community colleges on a rolling basis. According to a survey, 75% of people who use EMI go to attractions they have never been to before, and 80% of respondents said they would return. The last Explore More Illinois enrollment period for 2023 will be November 1 – December 15. In 2024, expect to see an updated Explore More Illinois website.

7.4 Illinois State Library Report- ISL Staff

Egan reported that the More than a Building Campaign was announced at the ILA conference and will focus on the safety and security of library staff, patrons, and volunteers. The Illinois Secretary of State's office donated \$10,000 to the program to help make resources available to Illinois libraries. The hope is for the program to highlight how libraries are essential to communities, to spread awareness that will help libraries leverage the support of stakeholders, and to establish a shared commitment to ensure that Illinois libraries thrive. The Secretary of State's office is granting funds to twenty-eight prison libraries for the purchase of reading materials for incarcerated patrons. The hope in awarding this grant is to help stabilize some of the resources available to patrons who will eventually be patrons of public libraries.

8. New business

8.1 Compliance with Laws update

Harris reviewed the information compiled, reviewed and updated by our attorney regarding the Board's compliance with state and federal laws. As part of the RAILS annual report to the State Library RAILS verifies that the board is in compliance and the document is an overview for the Board.

9. Board Development

9.1 Cybersecurity Best Practices

Smith presented the best practices for Cybersecurity. He said that the helpful nature of libraries makes them targets for ransomware that tries to get an individual to make a fraudulent purchase. Employee training, an incident response plan and investment in technology are tools that can lessen the likelihood of a cyber-attack. The following are suggested best practices:

- Strong Passwords and Multi-Factor Authentication
- Regular Software Updates and Patch Management
- Firewall and Intrusion Detection Systems
- Data Encryption
- Regular Data Backups
- Secure Remote Access
- Security Awareness and Training
- Regular cybersecurity risk assessments

Smith did a demonstration of Retrieval based Voice Conversion, where recordings were used to create a new conversation that never took place by the speaker. Leyva said they had to recently fire their IT company due to some security issues. He cautioned libraries to not take things for granted that all is well and secure.

10. RAILS board member reports

Hollister reported that she was amazed at the progress of the Bloomington Library construction Phase II expansion project. It has surpassed her expectations. She congratulated ILA on a great conference with a great variety of sessions and especially liked the Book Challenges for Trustees session which heightened her awareness level.

Leyva said as a member of the conference committee they welcome the feedback and encouraged all to complete the feedback forms. He said the Fossil Ridge library has finished the parking lot project which included new light poles, power washing concrete, landscaping, a book drop and an electronic sign. With a \$20,000 grant from Will County, they will establish book lockers at the schools so that students can have access to materials as they do not have school libraries.

Harris thanked all the attendees of the eRead reception and the hard work of the staff planning committee. Leila Heath thanked the generous sponsorship of Baker & Taylor and Quipu of the eRead event.

Voitik attended a program at the Joliet library of Debra Miller who portrays different historical female figures. She depicted Louisa May Alcott and referenced the books she used and talked about how useful RAILS is and how easy it is to receive books and materials through the RAILS delivery system. Carroll agreed that Miller was a great performer and did Jane Austen letters at her library.

Camargo reported that South Holland did a Hispanic Heritage event and about 225 people attended. Word of mouth and reaching out to the Spanish speaking community really paid off for the committee of 8 bilingual staff members.

Hovanec reported the Villa Park library is hiring for a few key positions and are looking for some bilingual staff as well. The LaGrange library installed cellular boosters so that cell service is now available in the basement of the library.

11. Meeting recap and agenda building for the next RAILS board meeting: November 17, 2023

Vancina reported the next board meeting will be held on Friday November 17 at 1 pm and noted it's the 3rd Friday of the month due to Thanksgiving. There is no Board meeting in December. We will have a review of the closed session minutes, LLSAP Support Overview and an update on the RAILS EDI Programs.

12. Adjourn

The meeting was adjourned at 2:23 p.m.