

RAILS BOARD POLICY COMMITTEE MEETING

Thursday, May 4, 2023 - 10:00 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 10:01 a.m. on Thursday, May 4, 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. 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: Monica Harris, Sharon Swanson, Renya Krempl, 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

Helenthal moved to adopt the consent agenda. Creason seconded and a roll call vote was taken: Ayes: Alice Creason, Robin Helenthal, Jennifer McIntosh, Rene Leyva
Nays: None

6. Unfinished Business

6.1 Fiscal Accountability Policy

Swanson went over the changes recommended by the legal team. McIntosh commented on the importance of training the RAILS Board on what it means to review the financial documents, what to look for and what to accomplish. Harris agreed and said they would include that in the orientation. Harris stated that section regarding member termination reflects what is in the law. Swanson informed the committee about the current process regarding termination with past due payment is a final warning at 90 days, at 120 days the service is cut off. Harris pointed out it is a relatively new change, introduced to be consistent across the board.

Creason moved to approve the Fiscal Accountability Policy and present to the full board at the May meeting, Helenthal seconded, and a roll call vote was taken:

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

Nays: None

6.2 Social Media Policy

Harris reviewed the legal changes and said the communications team reviewed the policy to ensure it reflects current practices. Harris noted some interesting changes, such as the

requirement for users to violate the policy repeatedly before they can be banned and additional notes about what is not allowed. McIntosh inquired about the kinds of issues that have been encountered so far. Harris stated that historically there had not been many issues, but that the changes were made to prepare for the future. Leyva stated that this policy would be a good resource for other libraries, especially those with smaller budgets, to use as a model. McIntosh emphasized the importance of reviewing these policies regularly and have scheduled committee meetings. Creason moved to approve the Social Media Policy and present to the full board at the May meeting, Leyva seconded and a roll call vote was taken:

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

Nays: None

7. Agenda Topics for the next Committee Meeting

The next meeting will be with the new board members, so a meeting date was not set. Items on the agenda may include succession planning, board seat evaluation rubric, and the security cameras policy. Harris said the committee will be working on a comprehensive review of the personnel policy manual in FY 2024 as well. Leyva suggested a look at AI and how it may affect personnel in the future.

8. Adjourn

McIntosh expressed appreciation for Policy Committee members and said her experience on the RAILS board had been a great one. She said the annotated agenda prepared by the RAILS admin team is just one concrete example of how the RAILS staff truly supports its Board members. The meeting was adjourned at 10:25 a.m.