



**DRAFT**

## **REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, February 23, 2024

### **MINUTES**

1. Welcome and Call to Order  
Alex Vancina, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, February 23, 2024 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, Gwen Gregory, Dianne Hollister, Jennifer Hovanec, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn and Catherine Yanikoski,  
Absent: Alice Creason, Rene Leyva, Vanessa Villarreal
3. Recognition of Guests  
Guests in Burr Ridge: Monica Harris, Joe Filapek, Sharon Swanson, Galin Iliev, Mark Hatch, Anne Slaughter, Laura Nemeth, Kate Niehoff, Demond Warfield, Chris Kottra (left meeting at 1:24 p.m.), Emily Fister-note taker.  
Guests in Zoom: Leila Heath, Barb Miller, Anne Slaughter, Pat Burg -Illinois State Library
4. Public comments and announcements  
There were no public comments.
5. Consent agenda  
Adoption of the Agenda  
5.2 RAILS Board Minutes of January 26, 2024 Regular Meeting  
5.3 RAILS Board Minutes of January 26, 2024 Closed Session Meeting  
5.4 RAILS Board Executive Committee Minutes of January 17, 2024, 1:00 p.m.  
5.5 RAILS Board Executive Committee Minutes of January 17, 2024, 2:00 p.m.  
5.6 RAILS Board Executive Committee Minutes of January 17, 2024, 3:00 p.m.  
5.7 Approval of Disbursements: January, 2024  
Milavec moved for the approval of the consent agenda. Wilburn seconded and a roll call vote was taken: Monica Caldicott, Rosie Camargo, Jean Carroll, Gwen Gregory, Dianne Hollister, Jennifer Hovanec, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, Catherine Yanikoski. Nays: None
6. RAILS Financial Report  
Swanson reported that the financial statements are preliminary and unaudited reports and the January 31 general fund cash and investment balance of \$26.7 million would fund

an estimated 23.4 months of budgeted FY2024 operations. General Fund revenues through December were approximately \$417,000 above budget partially due to increased interest income. General Fund expenditures through January were \$839,659 below budget primarily from normal hiring delays for open positions and timing differences between budgeted and actual e-resources expenditures. Vehicle expenditures were below budget primarily from delays in receiving and paying fuel invoices as well as falling fuel prices. Vehicle repairs are continuing to run above budget due to the high mileage of the delivery fleet as well as the market shortages and delayed ordering since the pandemic. RAILS is midway through the process of receiving the eight vans and we are hopeful to receive the four box trucks by the beginning of May. In total, the cost of these twelve vehicles are just over \$761,000 which is slightly above the \$750,000 that was budgeted.

## 7. Reports

### 7.1 Report from the RAILS President

Vancina reported that the Nominating committee will be chaired by Tom Stagg, and he is joined by Jennifer Hovanec as the second board representative and Michelle Simmons from Western Illinois University. Two other RAILS members will be appointed to the committee.

### 7.2 RAILS Board Committee Reports - Committee Chairs

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

7.2.1 Advocacy Committee – Monica Caldicott

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 - Thomas 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 the Illinois State Library has The Illinois Secretary of State has released a request for proposal for the e-resource package that will be available without charge to all Illinois communities. That [document is available](#) from BidBuy, the State of Illinois' eProcurement platform. RAILS is very excited for this project to move forward. She reported that the lease is up on the Rockford Service Center, and they have almost doubled the rent. We have found a new, larger property, that can house our vehicles indoors and is only a block away from the current location. Harris reviewed the bills that are highlighted in the report and ILA has published a list of the bills they are monitoring if you have an interest in following these changes. Five proposals for CE grants were received and the awards will be announced by the end of the month. RAILS is thrilled to announce the launch of the SLATE data dashboard. This online tool displays data and information about school libraries located throughout

the state and aims to play an integral role in school library advocacy. Visit the SLATE page on the RAILS website to learn more or start exploring the dashboard.

### 7.3.2 RAILS Service of the Month

Bostrom reported on his new position as the Director of Marketing & Communications and his team. He said Mary Witt had a high level of historical as well as professional experience that he is trying to match. He has a great team: Ola Gronski has brought a new level of member engagement with RAILS social media, her video skills are apparent in the RAILS Minute podcast, and we have all been beneficiaries of her photography talents. Brian Smith is the Applications and Web Developer and has a unique understanding of the needs of the members as a librarian and works in conjunction with our IT department. Nicole Zimmerman drafts the weekly e-news which is the primary communication vehicle for the members. She is very brand conscious and oversees the RAILS Booth presence at the various conferences as well as the RAILS marketing swag. The position Dan vacated, Member Engagement Specialist, is still open and the deadline for applications was February 21<sup>st</sup>.

### 7.4 Illinois State Library Report

Pat Burg gave a report on behalf of the Illinois State Library (ISL). The Secretary of State's office has begun the official procurement process for the Illinois e-resource package. The vendor responses are expected by March 25<sup>th</sup>, and the office expects to begin implementation later in the Spring. The System's Area and Per Capita Grant applications, approved by the Board, are due on May 31<sup>st</sup>. There are no substantial changes to the application except the addition of an eligibility form. The announcement and information will be going out the following week. ISL has received 637 public library Per Capita grant applications and 28 public library Construction Grant applications. The grant awards will be announced in April. Open Educational Resources (OER) grant applications are due on April 1<sup>st</sup>. ISL is working with the Consortium of Academic and Research Libraries in Illinois (CARLI) on awarding grants to academic libraries by June 30<sup>th</sup>, 2024. Finally, in the near future ISL will be sending out materials for a reading program celebrating the 80th birthday of Smokey Bear.

## 8. New business

### 8.1 Transitional Duty Policy

Harris reported that the Transitional Duty Policy is a new policy to RAILS and was recommended as a best practice through our Workers Compensation program in the Libraries of Illinois Risk Agency (LIRA), a unified insurance cooperative for Illinois libraries that RAILS participates in. Both RAILS staff and attorneys at Ancel Glink have reviewed, modified, and agreed to the suggested changes. The addition of the policy can help employees return to work after an injury, and ultimately result in staff retention with less turnover. Milavec commented that it is a straightforward policy that is responsive to the needs of employees. Milavec moved and Camargo seconded to approve the RAILS Transitional Duty Policy as recommended by the RAILS Policy Committee. The motion was unanimously approved.

## 8.2 Revised charge for Universal Service Committee

Harris reported that the charge for the Universal Service Committee needed to be updated. The changes included: standardization of language for consistency with other RAILS Board Committee charges; details for the appointment process and schedule for seating committee members; an update in data for unserved population in Illinois and RAILS service area; and the addition of RAILS Advocacy committee as a collaborative partner for sharing information. Milavec moved and Camargo seconded to approve the RAILS Transitional Duty Policy as recommended by the RAILS Policy Committee. The motion was unanimously approved. Wilburn moved for the approval of the revised charge for the Universal Service Committee. Gregory seconded and the motion was unanimously approved.

## 8.3 New Members

Bostrom presented new member applications from Lindop School District 92 and University Club of Chicago. The Club is fully staffed. Caldicott moved for the approval of RAILS Membership for Lindop School District 92 and University Club of Chicago with final approval from the State Library. Voitik seconded and the motion was unanimously approved.

## 9. Board Development

### 9.1 RAILS Facilities and Capital Assessment Overview

Kotra, consultant with BTC (Building Technology Consultants), presented his report on the capital assessment of the RAILS Properties. The assessment includes a field review of the properties and the mechanical, electric, and plumbing systems of each. The report includes replacement schedules of equipment as well as maintenance reserves suggestions for the board. Milavec thanked Kottra and RAILS staff for the comprehensive report.

## 10. RAILS board member reports

Milavec reported that the Downers Grove Library may vote to remove one of its trustees due to them leaking a draft policy to the public. The village council will have to then approve the removal. Camargo invited everyone to sign up for the Reaching Forward Conference being held in Rosemont on Friday, May 10 and the early bird registration closes on March 28. She is the Chair of the Conference and is very proud of the workshops. RAILS Board members Rene Leyva, Jennifer Hovanec, Alex Vancina, Vanessa Villarreal, and Camargo will be panelists at the conference. Camargo said that the South Holland Public Library is celebrating Black History Month with a Harlem Renaissance event including a Jazz band, a non-alcoholic speakeasy in the teen room, and an art display featuring black artists. Carroll announced she took a new position at the Indian Prairie Public Library in their Outreach and Programming department. Caldicott reported that she is losing use of the library at the Vernon Hills High School due to AP testing. The library will be closed all except for two days in May one of which will be a big checkout party. Hovanec reported that the Villa Park Library will be hosting Secretary Giannoulis on his trip to the area on March 18 and they will get to show off their 2019 renovation.

11. Next RAILS board meeting Friday, March 22, 2024

Vancina said the next meeting will be held on Friday, March 22, 2024 at 1 p.m. We will have an iLEAD Demo with guests Dr. Leanne Furby and Anna Yackle from the Illinois Heartland Library System. Filapek commented that Furby and Yackle will be presenting the longer version of the program from 9-11 am on March 22 and all board members are invited to attend.

12. Adjourn

Vancina adjourned the meeting at 2:15 p.m.