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## Meeting Minutes

### RAILS Board Policy Committee Meeting

March 11<sup>th</sup>, 2024 | 10:30 am

RAILS Burr Ridge 125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

1. Welcome and Call to Order  
Gwen Gregory, Vice President of the RAILS Board, called the meeting to order at 10:30 a.m.
2. Roll Call of Members  
Krempl called roll of the RAILS Policy Committee members. Present: Gwen Gregory, Jennifer Hovanec, Alice Creason, Thomas Stagg, Catherine Yanikoski. Absent: none.
3. Recognition of Guests and Announcements  
Guest in Burr Ridge: Monica Harris, Joe Filapek, Sam Daly, Renya Krempl (designated note taker).
4. Public Comments  
There were no public comments.
5. Adoption of the Consent Agenda
  - 5.1. Adoption of the Agenda
  - 5.2. Approval of the RAILS Policy Committee Meeting Minutes December 15<sup>th</sup>, 2023.  
Hovanec moved for the approval of the consent agenda. Creason seconded, and the motion was unanimously approved.
6. Unfinished Business
  - 6.1 Alcohol and Drug Abuse Policy  
Alcohol and Drug Abuse Policy was reviewed after comments from RAILS legal consultant were incorporated. The committee will wait for feedback from the Libraries of Illinois Risk Agency (LIRA) regarding best practices after accidents before approving the policy.
  - 6.2 Smoke-Free Workplace Policy  
The committee reviewed the final changes. Creason moved to approve it for presentation to the Board, Stagg seconded, and the Policy was unanimously approved.
  - 6.3 Use of Electronic and Telephone Equipment  
The committee reviewed the changes resulting from the input from the IT department and voted to approve it for recommendation to the Board. Creason moved, Stagg seconded, and the Policy was unanimously approved.
  - 6.4 Membership Appeal Policy Review  
The committee reviewed the changes proposed so far and requested more information – a copy of a similar policy adopted by the Illinois Heartland Library System (IHLS) as well as a sample of membership application libraries are asked to complete.

7. New Business (discussion and possible action requested)

7.1 Inclement Weather Policy

Moving to the new business items, committee members first looked through the RAILS Inclement Weather Policy document. Daly clarified a question regarding the amount of PTO employees are offered in case of inclement weather. Several suggested changes were discussed and the policy will be reviewed again at the next meeting.

7.2 Public Comment Policy

The final policy to have been reviewed was the Public Comment Policy with several changes proposed by RAILS. The committee members asked further questions and requested clarification as to the responsibilities this policy would put on the President of the Board. The policy will be reviewed again after those have been received.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting on April 22nd, 2024.

Gregory listed the policies that were approved in the meeting and announced that Meeting Via Electronic Means, Social Media Use and Internet Safety Policies will be reviewed.

9. Adjournment

Gregory adjourned the meeting at 11:23 am.