

May 17, 2024

TO: RAILS Board

FROM: Monica Harris, Executive Director

SUBJECT: 8.4 Policy for the Provision for the Appeal of Board Decision on Membership

The RAILS Board Policy Committee met on April 22, 2024, and reviewed the Policy for the Provision for the Appeal of Board Decision on Membership. The Policy for the Provision for the Appeal of Board Decision on Membership was last updated by the RAILS Board on July 1, 2011.

The actions outlined in the policy have never been used by a member library, but it is important this avenue exists. The committee reviewed copies of the RAILS membership application as well as the Illinois Heartland Library System appeal form as part of their discussion.

Recommended changes include changing the word complaint to grievance and complainant to grievant throughout the policy, and clarifying the section of the meeting where a grievance should be received as well as establishing the timing of a subsequent decision by the Board. The Committee approved the draft policy as presented and voted unanimously at their April 22 meeting to approve it for recommendation to the RAILS Board.

I look forward to further discussion at our May 24 meeting.

Reaching Across Illinois Library System (RAILS)

POLICY FOR THE PROVISION FOR APPEAL OF BOARD DECISION ON MEMBERSHIP

It is the policy of the RAILS Board of Directors to allow a prospective member or existing member to file a grievance asking for the Board's reconsideration of any decision that adversely affects membership, such as denial of membership approval or suspension from membership.

If a prospective member or existing member wishes to submit a grievance, it may do so by submitting a letter to the President of the Board of Directors of RAILS clearly stating the issue of concern.

The RAILS Board of Directors will formally consider the matter at a Board of Directors meeting occurring within 60 days of the receipt of the grievance complaint. Complainants Grievants will be notified of the date and time of the Board's consideration of the matter. Complainants Grievants may attend the meeting and may address the Board of Directors during the public comment portion of the meeting agenda following the policy of the RAILS Board concerning such comments. The Board of Directors will review the matter and shall take a subsequent, final vote no later than the next regularly scheduled Board of Directors meeting.

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The RAILS Board of Directors will formally consider the matter at a Board of Directors meeting occurring within 60 days of the receipt of the grievance. Grievants will be notified of the date and time of the Board's consideration of the matter. Grievants may attend the meeting and may address the Board of Directors during the public comment portion of the meeting agenda. The Board of Directors will review the matter and shall take a subsequent, final vote no later than the next regularly scheduled Board of Directors meeting