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## Draft Minutes

### RAILS Board Policy Committee Meeting

May 17, 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 10:32 a.m.
2. Roll Call of Committee Members  
Krempl called roll of the RAILS Policy Committee members. Present: Gwen Gregory, Jennifer Hovanec, Thomas Stagg, Catherine Yanikoski. Absent: Alice Creason.
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 – Gwen Gregory (action requested)
  - 5.1. Adoption of the Agenda
  - 5.2. Approval of the RAILS Policy Committee Meeting Minutes April 22nd 2024.  
Hovanec moved to adopt the consent agenda, Yanikoski seconded, and the agenda was unanimously approved.
6. Unfinished Business (action requested)
  - 6.1 Meeting Via Electronic Means Policy  
Harris presented the revised version of the Meeting via Electronic Means policy.  
Stagg moved, and Yanikoski seconded the approval for presentation to the full Board, and the policy was unanimously approved.
  - 6.2 General Updates on the progress of the Inclement Weather and Social Media Use Policy  
Harris stated that work on these policies is still in progress; the RAILS attorney is reviewing them after a long discussion with RAILS. Inclement Weather policy needs to be revised to improve clarity.
7. New Business (discussion and possible action requested)
  - 7.1 RAILS Resource Sharing Plan  
Filapek presented the background and rationale behind the Resource Sharing Plan. Providing resource-sharing services is a requirement for a regional library system. At a minimum, libraries must provide a level of reciprocal access, reciprocal borrowing, a mechanism to resolve disputes over resource-sharing, and establishing the home library's responsibility for any lost or damaged

materials. It is a general document requiring member libraries to participate in resource sharing. The plan was last reviewed in 2018. The Resource Sharing Committee reviewed the plan with minor updates in their last meeting and referred it for review by the Policy Committee. The Policy Committee approved the document with several minor changes, as listed in the Comments document, and voted to present it to the RAILS board. Yanikoski motioned to approve it, Hovanec seconded, and the Resource Sharing Plan was approved by a unanimous vote.

#### 7.2 RAILS Board of Directors Use of Social Media

Harris presented examples of social media policies adopted by other library bodies. She invited further comments and suggestions from the committee members. The Committee suggested several changes and additions. RAILS will continue working on the document and have their attorney review it.

#### 7.3 Artificial Intelligence Policy

Harris consulted with RAILS legal counsel on this topic and relayed some points from that discussion and a conversation with RAILS leadership. An important takeaway was the fact that AI tools are constantly changing and the need to consider incorporating data privacy protections into the new policy. The Committee members briefly discussed applications of AI to respond to FOIA requests, and the reliability of AI-generated content, their experience using AI tools so far. Harris invited the committee members to share examples of helpful AI guidelines and policies.

#### 8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting on June 14, 2024.

The committee approved the Meeting Via Electronic Means Policy and RAILS Resource Sharing Plan for presentation to the Board of Directors and discussed Social Media Use and Artificial Intelligence use policies. Next month, the members will begin reviewing Driver Safety, Business Use of Personal Vehicles, Use of RAILS Vehicles, and General Driving Requirements policies from the Employee Handbook and Facilities Use Procedure.

#### 9. Adjournment

Gregory adjourned the meeting at 11:37 a.m.