

DRAFT



125 Tower Drive
Burr Ridge, IL 60527
630.734.5000
railslibraries.org

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, June 21, 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, June 21, 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, Alice Creason, Gwen Gregory, Dianne Hollister, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, and Catherine Yanikoski

Absent: Jennifer Hovanec, Vanessa Villarreal-Kraenzle

3. Recognition of Guests

Guests in Burr Ridge: Monica Harris, Joe Filapek, Sharon Swanson, Galin Iliev, Ola Gronski, Dan Bostrom, Anne Slaughter, Jessica Silva, Kate Niehoff, Nincy George, Jen Cutshall, Amanda Kowalcze, Emily Fister-note taker.

Guests in Zoom: Jessica Silva, Anupam Goel, Rita Stephens -Illinois State Library

4. Public comments and announcements

There were no public comments.

5. Consent agenda

Adoption of the Agenda

5.1 Adoption of the Agenda

5.2 RAILS Board Minutes of May 24, 2024 Regular Meeting

5.3 Approval of Disbursements: May 2024

Voitik moved for the approval of the consent agenda, Carroll seconded and a roll call vote was taken: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Dianne Hollister, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, and Catherine Yanikoski . Nays: None

6. RAILS Financial Report

Swanson reported that the financial statements are preliminary and unaudited reports and the May 31 unassigned General Fund (\$25.0 million) cash and investment balances would fund an estimated 21.9 months of budgeted FY2024 operations. General Fund revenues through May of \$17,385,548 were \$698,560 above budget primarily due to greater than anticipated interest income. The above-budget revenues were partially offset by lower than anticipated

reimbursement revenues. General Fund expenditures of \$14,444,805 through May were \$653,337 below budget primarily due to lower contractual services (\$267,541), library materials (\$206,233), vehicles (\$128,362), travel and continuing education (\$100,677). RAILS currently has one open staff position of the Library Resource Specialist that is expected to be filled in July.

Reports

7.1 Report from the RAILS President

Vancina presented the outgoing Board members: Rosie Camargo, Alice Creason, Tom Stagg and Yolande Wilburn with a plaque that read: "In Sincere Appreciation for Your Service to the RAILS Board." He said RAILS is grateful for your enthusiasm, knowledge, and guidance throughout your tenures.

7.2 RAILS Board Committee Reports - Committee Chairs

There were no changes or additions to the committee reports.

- 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 gave a brief legislative update: Illinois House Bill 4224 Moves to Omnibus Bill which includes *[our proposal lowering a library treasurer bond from 50% to not less than 10% of the total funds received by a library in the previous fiscal year.](#)* RAILS will work with Ancel Glink to get a memo created for libraries, explaining how they can receive the savings made possible by this change. Secretary Giannoulis has awarded \$2 Million in library tech grants to underserved communities across Illinois. The grants, which were publicly announced on June 6, were awarded to 113 public libraries. Communities must have a low tax base and a high poverty rate. RAILS and IHLS partnered on a virtual event for grantees on June 12, where representatives from the Illinois State Library provided guidance on the grant process, and libraries could share their ideas for the grant with one another.

RAILS' application to ISBE to become an [Illinois state-approved professional development provider](#) has been accepted. RAILS will issue professional development credit to Illinois licensed educators for license renewal purposes through continuing education opportunities.

The re-scheduled [June Member Update](#) focused largely on the topic of digital accessibility. The June member update was recorded and can be found on the [RAILS YouTube channel](#).

Caldicott commended RAILS for their efforts to become an ISBE provider as school librarians need to have 120 hours of training every 5 years.

7.3.2 RAILS Member Engagement Strategies

Silva reported on her activities for the first three months of her employment at RAILS. Her visits include six to special libraries, 9 to schools and has 15 more scheduled. In her interaction with members, she strengthens the library ecosystem, gathers ideas for continuing education and learns firsthand about member and patron needs. Several members want more information and are interested in Find More Illinois and participating in Explore More Illinois. Other member engagement strategies are: Member meet ups around the state-promoting by county, by type of library; calling member libraries and meeting with PR & Marketing library staff. Wilburn commented that the small meet-ups are a great way to share ideas, meet peers and share best practices especially for small and isolated libraries.

7. Illinois State Library Report

Rita Stephens apologized for the late notice that no report would be presented from the Illinois State Library.

8. New business

8.1 Report on Board election and recommended slate of officers

Stagg reported the results of the 2024 RAILS Board Election Results: Two At-Large Library Seats: Amanda Kowalcze - Frankfort Public Library District, Emily Porter - Byron Public Library District. Three Public Library Trustee Seats: Jennifer Cutshall - Homewood Public Library District; Anupam Goel - Clarendon Hills Public Library; Karen Voitik - Shorewood-Troy Public Library. Congratulations to the new and returning Board members. The Nominating Committee met on June 4, 2024 and recommends the following slate of officers for FY2025: Rene Leyva, President; Gwen Gregory, Vice President; Jean Carroll, Secretary; Catherine Yanikoski, Treasurer. The slate will be voted on at the July Board meeting. He thanked the members of the Nominating Committee for their efforts, input and time: Jennifer Hovanec, Ashley Huffines, Karen Lonergan and Michelle Holschuh Simmons.

8.2 Resource Sharing Plan

Filapek reviewed the changes to the RAILS Resource Sharing Plan. He explained the Plan is a requirement for regional library systems as outlined by the administrative rules in Section 3030.315 – Standards for Core Services. At a minimum, the RAILS Resource Sharing Plan must address four issues: reciprocal access, reciprocal borrowing, mechanism for dispute resolution, and responsibility for lost or damaged materials. Other changes were made for updated links, added language for non-resident and Cards for Kids programs, and directing the committee to review the plan every three years.

Milavec moved for the approval of the RAILS Resource Sharing Plan. Voitik seconded and the motion was unanimously approved. Filapek stated the Plan will go to the State Library for final approval.

8.3 Draft FY2025 Calendar for RAILS Board meetings

Harris reported that the draft calendar is presented to the Board to make sure that we have all the outside activities and conferences on the books. Official approval will be at the July meeting when the new board is seated. Approval for the date for the July meeting is needed. Hollister moved and Caldicott seconded for the approval of the RAILS July Board meeting date of Friday, July 26 at 1 pm. The motion was unanimously approved.

8.4 RAILS Organizational Chart and Pay Grade Assignments FY2025

Harris reported that as part of our commitment to fair and equitable compensation, this year we completed a full benchmarking analysis with HR Source. After staff updated job descriptions, HR Source analyzed each to current, valid, and reliable compensation market data with special attention to requisite knowledge, skills, abilities, and qualifications.

A pay equity analysis was completed with the target of employees being “at market” with a ratio of 100% of the midpoint of their range. With the 3% salary increase that the Board approved as part of the budgeting process in May, we have reached an overall ratio of 100% for FY2025, which is our “at market” target.

Harris explained the proposed changes to the Organizational Chart with promotions for three staff members and changes to the organizational structure for consistency and efficiency. Leyva moved for the approval of the changes to the RAILS Organizational Chart and Pay Grade Assignments. Gregory seconded and a roll call vote was taken: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Dianne Hollister, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, and Catherine Yanikoski .
Nays: None

9. RAILS World Language Cataloging Services Program

George gave a brief review of her past six years of her employment with RAILS, a significant part of her work involves providing cataloging training for our members. We offer practical, hands-on training courses in cataloging and classification topics, as well as supplementary sessions on various cataloging-related topics. Cataloging in a library is the systematic process of organizing and describing books, journals, multimedia, and other resources so that they can be easily found by library users. It plays a crucial role in ensuring quick access to library materials, which makes research and learning so much easier for all of us. It is an indispensable part of library operations.

The World Language Cataloging Services program is a Statewide cataloging support program for Illinois libraries funded by a grant to provide extra cataloging help, especially for original cataloging and cataloging of world languages. This service serves as a beacon for libraries to exemplify best practices in equity, diversity, and inclusion by better serving the non-native English speakers in their communities. The first quarter of the program, 53 items were processed compared to the first quarter of 2024, of 710 items, a nearly 200% increase. There has been a big increase in requests for cataloging in different languages, with work in over 22 languages so far in FY2024.

10. RAILS Board Member Reports

Wilburn reported that the falcon nest webcam is up and running at the Evanston Library and encouraged all to take a look at the activities of the falcons and their four babies. Hollister noted that a recent ILA Alert included a survey to judge interest in a retired librarians forum. She said the forum would be a great resource for retired librarians for leadership training, mentoring, professional engagements, networking events, and inspiration.

Yanikoski attended her first Special Library conference and wanted to thank Dan Bostrom for all his work at the Midwest Symposium a very helpful and information conference. Camargo suggested the group look into Reforma-The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking. She says it has many resources and ideas for reaching the Latino community. Milavec stated her newest trustee at the Downers Grove Library is a former Civil Rights Attorney with extensive FOIA and OMA experience.

11. Meeting Recap and Agenda Building for the Next RAILS Board Meeting: Friday, July 26, 2024 at 1:00 p.m.

The next meeting will be held on Friday, July 26, 2024 at 1 p.m. The day will start with new board member orientation at 930, all board members are invited; followed by lunch at noon and the regular board meeting at 1 pm. included on the agenda:

- Approval of the FY2025 Board meeting calendar
- New board members will take the Oath of Office
- Vote on the Slate for the RAILS officers
- Discussion of the board committee assignments and
- Election of at-large member to Executive Committee

The board took a 10 minute break.

12. Closed Session

Vancina stated the Board would move into closed session to discuss matters pertaining to employee compensation: as per 5 Illinois Compiled Statutes, chapter 120, paragraph 2, section 2(c)(21), which states: *Exceptions. A public body may hold closed meetings to consider the following subjects: (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*

Caldicott moved that the Board enter into Closed Session, Wilburn seconded and a toll call vote was taken: Yes: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason, Gwen Gregory, Dianne Hollister, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, and Catherine Yanikoski . Nays: None. The motion carried.

At 3:17 pm Wilburn motioned that the Board return to open session. Stagg seconded and a roll call vote was taken. Yes: Monica Caldicott, Rosie Camargo, Jean Carroll, Alice Creason,

Gwen Gregory, Dianne Hollister, Rene Leyva, Julie Milavec, Tom Stagg, Alex Vancina, Karen Voitik, Yolande Wilburn, and Catherine Yanikoski. Nays: None. The motion carried.

13. Actions in Follow-up to Closed Session

Vancina stated that the feedback for Harris' review was all positive. Voitik moved and Hollister seconded to approve a 3% pay increase for Executive Director Monica Harris effective July 1, 2024.

14. Adjourn

Vancina thanked everyone for their attendance and adjourned the meeting at 3:20 p.m.