



## Minutes

### RAILS Special Board Meeting

#### Orientation

July 26, 2024 | 9:30 a.m.-11:30 a.m.

1. Call to Order and Roll Call

Alex Vancina, RAILS Board President called the meeting to order at 9:33 am on Friday, July 26, 2024.

Fister called the roll of the Board members

Burr Ridge: Jennifer Cutshall, Anupam Goel, Jennifer Hovanec, Dianne Hollister, Amanda Kowalcze, Rene Leyva, Emily Porter, Alex Vancina, Karen Voitik, Catherine Yanikoski

Absent: Monica Caldicott, Jean Carroll, Gwen Gregory, Julie Milavec, Vanessa Villarreal-Kraenzle

2. Guests and Public Comments

Guests in Burr Ridge: Monica Harris, Ryan Hebel, Sharon Swanson, Leila Heath, Joe Filapek, Dan Bostrom, Sam Daly, Kate Niehoff, Mark Hatch, Anne Slaughter, Emily Fister-note taker

Guests in Zoom: Mary Hudspeath, Barb Miller, Demond Warfield

There were no public comments.

3. Welcome and Introductions

Harris welcomed everyone to the orientation. All participants introduced themselves and briefly explained their experience in the library world and RAILS.

4. Introduction to Library Systems

A video of the history of RAILS was shown. Harris introduced the video about RAILS, which gave an overview of the services, how it is funded, the history of RAILS and library systems, the RAILS strategic plan, and EDI practices. The video can be found on the RAILS YouTube channel. RAILS staff members introduced themselves and gave overviews of their departments.

Vancina announced a 10-minute break.

5. RAILS Board Meetings 101

5.1 Where To Attend

Harris explained that the board would be voting on the board meeting calendar for the next Fiscal Year at the board meeting. She said that in past years, boards have wanted to travel to different locations throughout our service area to have networking lunches prior to the board meetings and invite local members to attend. Staff will work on setting those dates for travel outside of the Burr Ridge area. RAILS pays for travel expenses to these meetings. She said that a quorum is needed to hold all committee and board meetings. RAILS has a Policy on Meetings via Electronic Means

included in the packet. Since RAILS covers a large geographic area, the Open Meetings Act allows library systems to permit board and committee members to attend meetings by other means than physical presence. However, a quorum must be physically present in accordance with the Open Meetings Act. If you cannot attend in person, any admin team member can assist in making sure you are in a position to be counted in the quorum.

Fister stated that there several ways to attend a board meeting:

1. Attend at one of the RAILS service centers. RAILS Burr Ridge and East Peoria will be available for most meetings. The RAILS admin team will confirm which sites are available for each individual meeting.
2. Attend via Zoom from a publicly accessible room at a public building. There must be audio access so the public can attend the meeting. The agenda must be posted at this location as well, at least 48 hours before the meeting.
3. Attend by conference call/zoom from an office or other private location. This is the least preferred option, *as attendance will not count towards a quorum.*

## 5.2 Travel Reimbursement Form

Fister stated the RAILS travel reimbursement form is a prepopulated form with the up-to-date state mileage, as well as formulas for correct reimbursement. If the state mileage changes, Emily will send an updated form. Board members are to use this form and email to Emily with any receipts and she will then forward to the finance department. The board members should be sure to include an address so the check can be mailed. This is for all travel to and from any RAILS-related event. Board members should turn in reimbursement forms at or above \$15, or at least quarterly. All reimbursement requests for expenses incurred during the fiscal year should be submitted no later than ten days after the fiscal year. If Board members ever have any questions about what is reimbursable, please contact RAILS administrative staff.

## 5.3 How To Participate and Contribute To Board Meetings

Harris stated that the admin team creates an annotated agenda for the Board president and/ or Committee chair as a guide or script for all meetings. The chair will ask for a motion and a second, anyone can respond “so moved, Monica”, then another person can reply, “second Emily” and the chair will ask for discussion or a vote. After a report, staff and board members will ask if there are any questions. Any board member is free to ask questions at any time during the meetings.

## 5.4 Videoconference Locations and Sensitive Microphones

Fister noted the audio equipment in the meeting room. She pointed out the microphones on the tables and noted when the green light is on everything said, whispered, every cough and every rustle of paper will be picked up, heard, and recorded for all to hear. She warned against having sidebar discussions during a meeting, as it is distracting, and can be picked up on the mics. Closed captioning is available for all board and committee meetings. If you choose to use your laptop during meetings, or are attending remotely, the option is easily seen on your Zoom screen.

## 6. Email Accounts for RAILS Board Members

### 6.1 Why A Separate Account Is Needed

Harris informed the board that all email exchanges related to board service are subject to FOIA (Freedom of Information Act) disclosure. For this reason, a RAILS email address should be used for

all RAILS Board business. In the event of a FOIA request, the RAILS IT department will download the emails and submit them. If someone is using a separate email address, work or personal, all emails from those accounts would need to be reviewed and submitted. Examples of past FOIA requests were shared. If RAILS board members use a non-RAILS email address their personal or business emails would be subject to FOIA disclosure.

## 6.2 Importance of Checking Email Regularly and Responding Promptly

Fister stated that board and committee packet information is sent a week prior to the meeting. There will be times that we need to communicate between meeting dates. A member of RAILS IT department can set up your email on your phone, tablet or laptop so that you can easily access it and get an alert on your device when a RAILS email comes through. RAILS Board members should reply to emails in a timely manner. RAILS staff needs to plan meals, occasionally make hotel reservations, and ensure a quorum at every meeting.

## 6.3 Adhering To Open Meetings Act

### 6.3.1 Open Meetings Act Certification

Harris noted that board members will receive many emails from RAILS staff. When receiving an email from a RAILS staff or fellow board member, refrain from using the “reply all” option. This is to avoid violations of the Open Meeting Act (OMA). If RAILS Board members have information that they would like to go to all the board members, Emily or any member of the admin team would be happy to send that information. If board members forget and send a “reply all” message, it will not go through. Emily will receive a notice asking her to allow or deny the email. Even if it is as innocuous as “see you soon”, it will be denied, in order to remind individuals to avoid using the “reply all” option.

Harris reviewed the items that were included in the orientation folder.

Hebel reported that all external emails to your RAILS email addresses will have a red banner that indicates they are not from a RAILS email address. Harris said that cyber security will be further addressed at a later meeting. Yanikoski commented that auto-forwarding is not an option either as it is an OMA violation.

Bostrom emphasized that the microphones are very sensitive and will pick up any whispered conversation that is then streamed and recorded for all to hear.

## 7. Q&A/Open Discussion

### 7.1 Buddy System

Vancina stated in the past, some veteran board members have volunteered to be a mentor for new board members. If anyone is interested in being a mentor or mentee, you can ask or offer in one of the breaks or contact Monica.

### 7.2 Other

No other topics were discussed.

## 8. Adjourn

The meeting was adjourned at 11:23 a.m.