

MINUTES

RAILS Board Policy Committee Meeting

Monday, September 30, 2024 | 1:30 pm

1. Welcome and Call to Order
Gwen Gregory, Vice President of the RAILS Board, called the meeting to order at 1:31 pm.
2. Roll Call of Members
Palmisano called roll of the RAILS Policy Committee members.
Present:
Burr Ridge (RAILS): Jean Carroll, Anupam Goel, Gwen Gregory, Amanda Kowalcze
LaGrange Public Library: Jennifer Hovanec
Virtual: Catherine Yanikoski
Absent:
none
3. Recognition of Guests and Announcements
Burr Ridge (RAILS): Monica Harris, Joe Filapek, Sam Daly, Stacy Palmisano (designated notetaker)
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 from June 14, 2024

Goel moved to approve the consent agenda. Kowalcze seconded and the motion was unanimously approved.
6. Policy Committee Business
 - 6.1. New Committee Member Introductions
Harris introduced and welcomed new committee members Carroll, Goel, and Kowalcze to the Policy Committee.
 - 6.2. Review Committee Charge
Harris asked if there were any suggested changes to the Policy Committee Charge. There were none, the charge will remain as is.

6.3. Committee Schedule

Carroll moved to approve the committee schedule. Goel seconded and the motion was unanimously approved.

7. Unfinished Business

7.1. Business Use of Personal Vehicles Policy

Filapek reported that all three vehicle policies in Unfinished Business have been reviewed by legal counsel as well as by LIRA, the Libraries of Illinois Risk Agency. At the June 14, 2024 committee meeting, a question was raised about reimbursement for staff with an electric vehicle. Legal advice recommended not to add language regarding electric vehicle use in this policy until the federal government creates guidelines. Adding language that specifically mentions reimbursement regarding a destination that is closer than an employee's regular driving commute will be explored. This policy will be brought to the next meeting for review and possible approval.

7.2. Use of RAILS Vehicles Policy

Added to the policy from the committee's previous suggestion, was that staff will be asked to get written permission from either the Executive Director, Associate Executive Director, or their designee before a non-RAILS employee can travel in a RAILS vehicle. This policy will be brought to the next meeting for review and possible approval.

7.3. General Driving Requirements Policy

The committee suggested changes in two sections; Safety Belts and Wireless Communications Devices Use. Filapek will research the code, (625 ILCS 5/12-610.2) to add clarifying language within the policy. The committee advised to only list a cell phone as a wireless device and not include text messages or any cellular apps in the policy. Committee members suggested that the document needs to be reworked to make it more succinct. Daly clarified for the committee that within all RAILS vehicles, there is a card that lists sharable information in case of an accident and that an employee's name is the only personal information that should be shared. As the policy is now written, it leans more toward a procedural list. The RAILS team will look closer at this policy to either add a procedural appendix in the employee handbook or make language changes in the current format. Lastly, Filapek talked about the Safety & Tracking Equipment section of the policy and specifically the need to engage in union bargaining with the RAILS unionized employees. This policy will be brought to the next meeting for review and possible approval.

8. New Business

8.1. Equal Employment Opportunity Policy

Harris reported that all three policies in New Business have been reviewed by legal counsel. In this policy, updates are needed to make more general statements of unlawful discrimination rather than making a list that would need to be edited frequently. It was suggested to add the U.S. Equal Employment Opportunity Commission's (EEOC) website link to the policy to provide

further clarification of the law. This policy will be brought to the next meeting for review and possible approval.

8.2. ADA – Reasonable Accommodations Policy

The committee suggested numerous changes to the layout and also a title change to this policy. Harris will discuss with legal counsel the idea of separating into two sections or two policies; the Americans With Disabilities Act and the Illinois Human Rights Act accommodations, and the Title VII accommodations. This policy will be brought to the next meeting for review and possible approval.

8.3. Pregnancy Accommodation Policy

On advice from legal counsel, the name of this policy was changed by removing “Illinois” from the title. Several general editing suggestions were made that will be updated by RAILS staff. Daly spoke in detail about reasonable accommodations for employees who are pregnant, have recently given birth, or have medical conditions related to pregnancy or childbirth. The topic of spouses and caregivers receiving pregnancy accommodations was also touched upon. This policy will be brought to the next meeting for review and possible approval.

9. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting

Gregory gave a meeting recap and announced that all six policies from today’s meeting would be brought back to the committee for review and approval at the October 28 meeting.

10. Adjournment

Gregory adjourned the meeting at 2:46 pm.