
RAILS Board Policy Committee Meeting

Monday, October 28, 2024 | 1:30 pm

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

MINUTES

1. **Welcome and Call to Order**
Gwen Gregory, Vice President of the RAILS Board, called the meeting to order at 1:30 p.m.
2. **Roll Call of Members**
Palmisano called roll of the RAILS Policy Committee members.
Present:
Burr Ridge (RAILS): Jean Carroll, Amanda Kowalcze (arrived at 1:37 p.m.)
Clarendon Hills Public Library: Anupam Goel
Engineering Systems, Inc: Catherine Yanikoski
LaGrange Public Library: none
Northern Illinois University Library: Gwen Gregory
Absent: Jennifer Hovanec
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 (action requested) Gwen Gregory**
 - 5.1. Adoption of the Agenda
 - 5.2. Approval of the RAILS Policy Committee Meeting Minutes from September 30, 2024
Yanikoski moved to approve the consent agenda. Carroll seconded and the motion was unanimously approved.
6. **Goal Setting**
Harris started the conversation by thanking the members for serving on this committee. The group had an opportunity to take a look at the full policy list that needs review and possible edits. After a discussion on what the group felt was a reasonable workload, the consensus was to move forward to review six new policies each month with the acknowledgment that the handbook may not be finalized by June 2025. Board members Carroll and Kowalcze shared examples of the policy review process at their libraries. The examples were to map out a review schedule of two years for each policy and to add the review approval date to the policy document. The process of having a shared document where each member could include questions and comments per policy was agreed as a helpful resource. Checkboxes will be added to the shared document for each committee member as

a visual that the review is complete. Lastly, in future meeting packets, only documents with edited markups will be included and clean copies of the policies will not be included.

7. Unfinished Business

7.1. Business Use of Personal Vehicles Policy

Filapek reviewed the minimal changes to this document. There were no further edits recommended.

7.2. Use of RAILS Vehicles Policy

Filapek reviewed the changes made to the Use of RAILS Vehicles Policy. Some format changes will be made to make the outline uniform. No further edits were recommended.

7.3. General Driving Requirements Policy

Filapek reviewed the changes to this policy that were made on legal recommendations and LIRA's advice. There was a discussion regarding recorded driver safety information that can be used in staff performance reviews. This policy will be shared with the union for the RAILS unionized hub. No further edits were recommended.

7.4. Equal Employment Opportunity Policy

Harris reviewed the minimal edits to this policy and reported that the link to the US Equal Employment Opportunity Commission was added. No further edits were recommended.

7.5. Reasonable Accommodations Policy

With a recommendation from this committee, the Americans with Disabilities Act (ADA) was renamed to the Reasonable Accommodations Policy. There were no further edits requested.

7.6. Pregnancy Rights Policy

The previous title of the Illinois Pregnancy Accommodation Act Policy was changed to the Pregnancy Rights Policy to keep in line with the state of Illinois's Department of Human Rights notice requirement. A link to the notice was added to the document. No further edits were recommended.

Kowalcze moved to approve the following policies: Business Use of Personal Vehicles, Use of RAILS Vehicles, General Driving Requirements, Equal Employment Opportunity, Reasonable Accommodations, and the Pregnancy Right Policy as presented to be sent to the full RAILS' Board of Directors for final approval. Carroll seconded the motion and the motion was unanimously approved.

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

Gregory gave a meeting recap. Harris mentioned that next month's agenda will include a draft of an artificial intelligence policy and a draft of a social media policy. An additional four policies will be added to the agenda to meet the goal of reviewing six new policies per meeting.

9. Adjournment

The meeting was adjourned at 2:22 p.m.