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REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, November 22, 2024 | 1:00 PM
RAILS Burr Ridge Service Center
125 Tower Drive, Burr Ridge, IL 60527

Minutes

1. Welcome and Call to Order
Rene Leyva, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, November 22, 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, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina
Karen Voitik, Catherine Yanikoski
Absent: Jennifer Hovanec
3. Recognition of Guests and Announcements
Guests in Burr Ridge: Monica Harris, Joe Filapek, Dan Bostrom, Sharon Swanson, Kate Niehoff, Mark Hatch, Anne Slaughter, Diana Rusch, Galin Iliev, Wesley Smith, Emily Fister-designated note taker.
Guests on Zoom: Meghan Harmon, Sam Daly, Maggie Thomann, Ryan Hebel
4. Public comments
There were no public comments.
5. Consent agenda
 - 5.1 Adoption of the Agenda
 - 5.2 RAILS Board Minutes of October 25, 2024 Regular Meeting
 - 5.3 Approval of Disbursements: October 2024 – Sharon SwansonPorter moved and Hollister seconded to approve the consent agenda. A roll call vote was taken: Ayes: Monica Caldicott, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina, Karen Voitik, and Catherine Yanikoski. Nays: none.
6. RAILS Financial Report
Swanson reported the financial reports ending October 30, 2024, show a general fund unassigned cash and investment balance (approximately \$21.4 million), which would fund approximately 18.1 months of budgeted FY2025 operations. General fund revenues through October were approximately \$807,000 below budget primarily due to lower than

budgeted revenues from the EBSCO group purchase and adjusted billing of the quarterly RSA services. These revenues are partially offset by above budget investment income and unbudgeted grant revenue from the ongoing development and enhancement of L2 and the world language cataloging services grants. Investment income of \$432,093 through October was \$98,761 above budget. During October, RAILS placed a \$20,587 deposit with a contractor to remodel the conference room, the adjoining kitchenette, and the staff kitchenette areas at the Coal Valley facility. We are still awaiting delivery of the thirteenth and final vehicle ordered during FY2024 and two of the eight vehicles budgeted for FY2025. Changes to the budget do not require a budget amendment under the Library Systems Act.

7. Reports

7.1 Report from the RAILS President

President Leyva has no report.

7.2 RAILS Board Committee Reports - Committee Chairs

There were no other additions or questions about the committee reports. Cutshall asked if non-committee board members can attend committee meeting without affecting the quorum. Fister reported that the quorum is based only on the committee members, so attendance by other Board members does not affect the quorum as they would be guests not committee members.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Harris pointed out the updated audio/video equipment in the conference room. This is keeping up to date with technology and ensure better communication with our members. She was pleased to announce that she is now an official member of the Illinois State Library Advisory Committee (ISLAC), previously she had been an ex-officio member, and the designates her as a voting member. ensure better communication with our members. On the last agenda for ILSAC there were eresource updates and new grant funding to support multilanguage collections, with max awards of \$10K per library. There is a very quick turnaround and we will share more details as we receive them. They announced that the Institute of Museum and Library Services (IMLS) is reviewing and prioritizing all their funding which may impact all of our libraries. The State Library is set to receive \$5.7 million in federal funding from IMLS this year. This issue will also be addressed at the ILA Legislative meet-ups. The consensus of priorities for the IMLS funding included no staff layoffs, continued funding of systems, the state-wide database, public library per capita grants and Braille/talking books. She stressed that this news is very early in the process.

The Illinois School Library Educators (AISLE) annual conference was held in Tinley Park, Harris was honored to receive the Crystal Award given for distinguished support of/or contributions to the school library profession, school libraries in Illinois, and/or the Association. RAILS Staff presented and the RAILS booth was very well attended. Caldicott thanked RAILS and the staff for all their participation at the conference. She

announced that RAILS received notice of our property and casualty insurance renewal from our pool LIRA which was a 9% increase.

7.3.2 RAILS Consulting and Continuing Education

Niehoff gave an overview of the RAILS Continuing Education and Consulting department. Rusch explained the implementation of continuing education with the team gathering feedback from members, watching trends in library topics, and being responsive to external factors, like web accessibility and AI. They try to ensure there is content to appeal to all types of libraries and balancing work and staff levels within organizations. She highlighted a few popular classes from the last 6 months -Cataloging Children's Materials, Misinformation, the NAMI Mental Health First Aid and "Amanda Jones, 'That Librarian' and a Journey to Protect Intellectual Freedom. Last year, RAILS held 49 CE events with 3,446 live attendees and over 8,500+ views on the RAILS YouTube channel.

Niehoff meets monthly with ILA & IHLS CE Coordinators. RAILS collaborates on larger scale projects such as the Director's University. Niehoff reviewed the consulting aspect of the department saying they act as a reference desk for Librarians by pointing members to the right people or resources. If a member has a problem, RAILS should be their first resource. RAILS hosts both the HR Source and the FOIA/OMA hotline which fielded 450 and 100 calls respectively last year, both are very well-utilized resources. The department also facilitates staff training. Rusch reported that after a lengthy application process, RAILS was approved by the Illinois State Board of Education in May to be an approved provider for Professional Development Hours for teachers. Caldicott commented that she and all the Illinois schools are grateful that RAILS pursued this process in service to schools and school librarians which will draw more schools to RAILS.

7.4 Illinois State Library

Megan Harmon reported that ISL staff has had more than 950 conversations regarding the statewide database program with EBSCO. EBSCO complies with the Student Online Personal Protection Act (SOPPA) and the State Library is working on getting a statement of compliance that will be available for schools statewide. Libraries utilizing online databases increased from 212 to 317 in public libraries, 201 to 438 for school libraries and an increase of 9 new academic and 11 new special library users. School District Library Grants are currently under review. Applications for the Public Library per capita grants just opened with awards based on \$1.47 per person. Public Library Construction Grant applications for FY25 are due January 15, 2025. The State Library will keep RAILS informed on any further discussions regarding federal funding from IMLS.

8. New Business

8.1 RAILS closing for Staff In-Service Day

Harris reported that the staff is busy planning the annual Staff In-Service Day which is scheduled for May 15, 2025. Staff from across all our locations attend and this is the one opportunity each year for everyone to come together for a day of learning and engagement. We are asking for approval to close on that day and no delivery of materials will be made. Milavec moved for approval for the closing of RAILS Services and Delivery on May 15, 2025; Goel seconded and the motion was unanimously approved.

8.2 Leadership Training Illinois Libraries

Harris reported that there have been many requests for more Leadership Training for Illinois Libraries. In the past, programs such as Synergy and Elevate were available, but both have been discontinued. She said that there is a budget amount of \$10K in FY25 and wants some feedback from the board members about their thoughts on the development of a leadership program. The Board discussed some challenges, issues, and types of leadership skills: library school does not include any kind of training for management, legal or HR; potential leaders don't know where to start; all need to identify potential leaders; the need for a professional learning community; people think they don't have the training to move forward; need to empower staff to move; timing doesn't work for training with full time jobs; niche academy; people don't know what the job entails; develop a culture of mentorship throughout RAILS; conflict between urging staff to move on versus a board who thinks staff is leaving due to leadership; clarify why staff leaves. They discussed a program that would focus on leadership at every level rather than only on developing library directors; a program with mentors based on a geographical or time connection; programs that are totally immersive/boot camp type that encourages closeness and rapport; needs ways to apply the things you learn; cohort for middle managers, by library type; making a program skills specific. There is a lack of training in conflict resolution, budgeting, independent thinking, contract negotiations, IT, and facilities management. It was agreed that many topics would be beneficial across all library types, and some would be type-specific.

There was a 10-minute break taken at 2:30 p.m.

9. Board Development

9.1 Best Practices in Online Safety

Smith presented on Understanding the Cybersecurity Landscape. It is important to know that it is ok to question things and if a request you receive via e-mail feels wrong take your time and check it out. He said ransomware is a huge threat to every organization. While most RAILS data is subject to FOIA, that data is still valuable to us which makes it valuable

to others that might ransom it back to us. Smith stressed the importance of: strong passwords and multi-factor authentication; regular software updates and patch management; and firewall and intrusion detection systems. Employees should be trained to recognize phishing attempts and report security incidents. We provide important services to the communities we work in, and though disruption of those services may not cause a financial impact on our organizations, the loss of trust may be a harder resource to recoup. He stressed investment in modern cybersecurity tools

10. Board Member Reports

Voitik reported that the Shorewood-Troy Public Library received a grant in 2018 for a new parking lot and the parking lot is complete and people are using it! Gregory reported that the Northern Illinois University libraries won an award for the Outstanding Department contribution to the International Education on campus. Caldicott reported that the project funded by the RAILS “My Library is…” grant, a 14-foot mural designed by 12 students was finally heat transferred onto the large blank wall outside the library. It is a colorful, welcoming wall to the library.

11. Meeting recap and agenda building

Leyva reported the next RAILS board meeting will be held on Friday, January 24, 2025. There is no RAILS Board meeting scheduled for December 2024. Included on the January agenda will be a Find More Illinois Update with Barb Miller, and Biz Lindsay-Ryan will give an overview of EDI Topics for Libraries

12. Closed Session

Leyva stated the Board would move into closed session to discuss matters pertaining to closed session minutes 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:
(2) Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees.*

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Porter motioned that the Board move into closed session. The motion was seconded by Voitik and a roll call vote was taken. A roll call vote was taken: Ayes: Monica Caldicott, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina, Karen Voitik, and Catherine Yanikoski. Nays: none.

13. Actions in Follow-up to Closed Session

Cutshall moved that the closed session minutes of January 26, 2024 and March 22, 2024 remain closed and the minutes of May 24, 2024 and June 21, 2024 be open. Porter seconded and the motion was approved on a roll call vote of 13 to 1: Ayes: Monica Caldicott, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina, and Catherine Yanikoski. Nays: Karen Voitik

14. Adjourn

Leyva adjourned the meeting at 3:48 p.m.