

RAILS Board Policy Committee Meeting

Monday, November 18, 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 pm.
2. Roll Call of Members
Palmisano called the roll of the RAILS Policy Committee members.
Present:
Burr Ridge (RAILS): Jean Carroll
Clarendon Hills Public Library: Anupam Goel
Engineering Systems, Inc.: Catherine Yanikoski
Frankfort Public Library District: Amanda Kowalcze
La Grange Public Library District: Jennifer Hovanec
Northern Illinois University Library, Founders Memorial Library: Gwen Gregory
3. Recognition of Guests and Announcements
Burr Ridge (RAILS): Monica Harris, Joe Filapek, Stacy Palmisano (designated notetaker)
Zoom: Sam Daly
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 October 28, 2024
Yanikoski moved to approve the consent agenda. Goel Seconded and the motion was unanimously approved.
6. New Business
Harris reviewed each of the seven policies under New Business and highlighted the proposed changes. Before the meeting, the committee members had the opportunity to look at all seven policies with the proposed markups. Comments and questions from each committee member were collected and shared in a document. Harris went over each submitted question for all seven policies, and committee members elaborated on their questions. Throughout the conversation, the recommendation was to replace the words “you/he/she” with the word “employee”. Other suggestions for all of the policies discussed at the meeting are to clarify the language to whom an employee should report any level of harassment and to be consistent with using the words “immediate supervisor” when referring to a supervisor. Several board members brought up the

topic of running the legal and the organization benefits successively, or concurrently. Daley responded that in order to effectively manage core services at RAILS, legal and organizational benefits are run successively.

6.1. Identity Protection Policy

No changes were suggested to this policy.

6.2. Illinois Victims' Economic Security & Safety Act (VESSA)

Edits will be made to the policy to ensure consistency in the language. Within the VESSA Act, the statement, "ensure economic security" was questioned as to the meaning within the context of this act. Harris will research this question and bring a definition back to the next committee meeting. A link to the VESSA Act will be included in the policy document.

6.3. Safety Policy

Grammatical edits will be made to the policy to ensure consistency in the language. The word "disabled" will be removed from the sentence that states if an employee needs assistance during an emergency to inform their immediate supervisor.

6.4. Sexual and Other Forms of Harassment Policy

A question regarding this policy and whether documents can be purged after the completion of a harassment investigation that is found to be unproven was discussed. Harris will get legal advice regarding this question to determine if additional language should be added. There was a conversation on whether to remove the Sexual Harassment section of this document and make it a standalone policy. Harris will contact legal to determine if this is recommended or if the document as written will stay as is.

6.5. Whistleblower Compliance Policy

Edits will be made to the policy to ensure consistency in the language. There was a conversation regarding who is the person that an employee should contact if the executive director is involved in a complaint. There are inconsistencies within the document. Harris will ask legal counsel which is the preferred contact person.

6.6. Workplace Security & Inspection Policy

Board member Carroll inquired if the inclusion of personal property such as a purse or a wallet should be added to the list of locations that RAILS has the right to search within the context of workplace security. Board member Goel asked the question if an employee could be a witness to the inspection. Both questions will be presented to legal counsel and be reported back to the committee at the December meeting.

6.7. Workplace Violence Policy

Edits will be made to the policy to ensure consistency in the language. Within this sentence of the policy, "*If a report is not submitted in writing, the individual or party receiving the report will **memorialize** the information submitted in a written report.*", the word "memorialize" was

asked to be clarified by legal counsel. Also, the word “recorded” was asked to be clarified and is found in this sentence, *“Any employee who has a **recorded** history of engaging in violent, abusive, or threatening behavior, or who otherwise engages disruptive, threatening or abusive behavior will be subject to disciplinary action, up to and including discharge.”* Harris will report back at the December meeting.

7. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
Gregory reviewed the progress on all seven policies that were made during the meeting. Six of the policies will be brought back to the committee at the December meeting and one policy, The Identity Protection Policy, was approved by the committee.

Kowalczek motioned to approve the Identity Protection Policy as presented and will later bring the recommendations to the full RAILS Board with all approved employee handbook policies. Hovanec seconded, and the motion passed unanimously.

8. Adjournment
The meeting was adjourned at 2:29 p.m.

DRAFT