

RAILS Board Policy Committee Meeting

Monday, December 16, 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 1:31 p.m.
2. **Roll Call of Members**
Palmisano called the roll of the RAILS Policy Committee members.
Present:
Burr Ridge: Jean Carroll (arrived at 1:40 p.m.)
Clarendon Hills Public Library: Anupam Goel
Engineering Systems, Inc.: Catherine Yanikoski
Frankfort Public Library District: Amanda Kowalcze
Northern Illinois University Library, Founders Memorial Library: Gwen Gregory
Absent:
Jennifer Hovanec
3. **Recognition of Guests and Announcements**
Burr Ridge: 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 November 18, 2024
Goel moved to approve the consent agenda. Yanikoski seconded and the motion was unanimously approved.
6. **Unfinished Business**
Harris reviewed the five policies in Unfinished Business and highlighted the changes made. Legal counsel responded to several questions raised at the November committee meeting.
 - 6.1. Illinois Victims' Economic Security & Safety Act (VESSA)
Harris reported that legal counsel defined the meaning of the statement "ensure economic security" within this policy to mean that the victim takes actions to ensure economic security. No additional changes were made. The policy was approved as written.

6.2. Safety Policy

No additional changes were made. The policy was approved as written.

6.3. Sexual and Other Forms of Harassment Policy

Format changes were suggested by adding two subheadings: Sexual Harassment and Reporting. Language edits were made to this sentence, “~~Specifically~~, Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act prohibit ~~sexual~~ harassment.” The policy was approved with the amended changes.

6.4. Whistleblower Compliance Policy

Harris reported that legal counsel asked that the word “promptly” which is used in the following sentence, remain as is. “All reports of illegal, unethical, or harmful activities should be **promptly** submitted to the Executive Director for investigating and coordinating corrective action.” Keeping the timeframe vague is to the employee’s benefit. No additional changes were made. The policy was approved as written.

6.5. Workplace Violence Policy

The committee decided to change the word “memorialize” to “document” in the following sentence. “If a report is not submitted in writing, the individual or party receiving the report will ~~memorialize~~ **document** the information submitted in a written report.” Also, the following edit was made to this sentence, “Any employee who ~~has a recorded history of engaging~~ **engages** in violent, abusive, or threatening behavior, or who otherwise engages in disruptive, threatening, or abusive behavior, will be subject to disciplinary action, up to and including discharge.” The policy was approved with the amended changes.

Kowalcze motioned to approve the following documents either as presented or amended with changes and will later bring the recommendations to the full RAILS Board with all approved employee handbook policies:

Illinois Victims’ Economic Security & Safety Act (VESSA)- approved as written

Safety Policy- approved as written

Sexual and Other Forms of Harassment Policy- approved with the amended changes

Whistleblower Compliance Policy- approved as written

Workplace Violence Policy- approved with the amended changes

Goel seconded, and the motion passed unanimously.

7. New Business

7.1. Educational Benefit Policy

Harris presented the Educational Benefit Policy to the committee. Daly reported that historically, this benefit has been utilized on two occasions. The conversation focused on what types of education fall within this benefit, what additional expenses are covered, how the benefit is allocated to multiple applicants, and how to address workshops and other training

requests. Harris and Daly explained in detail the answers to the committee's questions. As a result of today's meeting, the policy will be reworded to add clarifying language and a procedural document will be created to address details of the benefit.

7.2. Ethical Artificial Intelligence Policy

Harris presented to the committee a draft of the Ethical Artificial Intelligence Policy. After several months of research by RAILS staff, Harris determined that this policy would be directed from an ethical perspective. Yanikoski agreed with this approach and shared her knowledge on this topic. The next step in this policy draft is to have legal counsel review it and provide suggestions.

7.3. Inclement Weather Policy

Due to time constraints, this policy will be brought back to the committee at the January 27, 2025 committee meeting for review.

7.4. Hiring of Relatives/Nepotism Policy

Due to time constraints, this policy will be brought back to the committee at the January 27, 2025 committee meeting for review.

7.5. Membership and Dues Policy

Due to time constraints, this policy will be brought back to the committee at the January 27, 2025 committee meeting for review.

7.6. Visitors Policy

Due to time constraints, this policy will be brought back to the committee at the January 27, 2025 committee meeting for review.

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

Though the meeting ended before all of the agenda items were completed, Gregory was happy with the progress that was made. The last four policies in New Business will be added to the January meeting's agenda. Harris referred to the Workplace Security & Inspection Policy that was presented to the committee at the November meeting will be reworked on advice from legal counsel and will be included on the agenda for the January meeting.

9. Adjournment

Gregory adjourned the meeting at 2:40 p.m.