

RAILS Board Policy Committee Meeting

Monday, January 27, 2025 | 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 1:32 p.m.
2. Roll Call of Members
Present:
Engineering Systems, Inc.: Catherine Yanikoski
Frankfort Public Library District: Amanda Kowalcze
LaGrange Public Library: Jennifer Hovanec
Northern Illinois University Library, Founders Memorial Library: Gwen Gregory
3. Recognition of Guests and Announcements
Burr Ridge: Sam Daly, Monica Harris, Joe Filapek, 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 December 16, 2024
Yanikoski moved to approve the consent agenda. Kowalcze seconded, and the motion was unanimously approved.
6. Committee Check-In
Harris discussed the change in the members of the committee. Anupam Goel resigned from the RAILS Board, and Jean Carroll remains on the RAILS Board but will no longer be a member of this committee. After a discussion on whether or not to add another member to the committee, it was decided to leave four committee members for the remainder of the fiscal year. Due to having numerous policies to review at each meeting, the group decided to make the meetings 90 minutes rather than one hour long. Also, it was decided to move the meetings to another day and time as the current schedule was not ideal for several people. Palmisano will send out a poll to find a more conducive day and time to schedule ongoing meetings.
7. Unfinished Business
 - 7.1. Inclement Weather Policy
Harris went through the list of questions submitted by the committee. Closures due to inclement weather are done on a route-by-route basis, Harris explained. Staff who are able to

work remotely are expected to do so during an inclement weather situation when their building is closed. If an individual staff person is unable to work due to their own circumstances, then using paid time off benefits goes into effect. Whether utility failures or other emergencies that require a building to close were discussed as being included in this policy. RAILS staff will review this suggestion to determine if adding a subheading to this policy to outline other closures, or if a separate policy is needed. As per the committee's suggestions, several edits will be made, and the policy revision will be presented at the February meeting.

7.2. Hiring of Relatives/Nepotism Policy

After reviewing the policy, additional language will clarify the different types of relationships it covers. RAILS staff will also research how this policy relates to Board members to determine if this subject should be added to the policy. Edits will be made, and the policy will be brought back to the committee at the February meeting.

7.3. Membership and Dues Policy

Filapek discussed the importance of professional development for the RAILS staff and reviewed the benefits of paid professional memberships. Personal memberships for staff are approved on a case-by-case basis. As suggested at the meeting, a list of approved organizational memberships will be added to the staff intranet page. Language edits will be made to the document and will be added to the agenda of the February meeting.

7.4. Visitors Policy

The committee had a good conversation regarding the visitors' policy with respect to safety within certain locations at the delivery hubs. The topic of First Amendment audits at any of the RAILS' facilities was discussed, as well as the need to post signage to clearly define staff-only areas. Three topics that relate to this policy will be presented to legal counsel for their review: being continuously open to the public, filming at a RAILS facility, and safety restrictions for minors. Answers to these questions and concerns will be presented to the committee at the February meeting.

7.5. Educational Benefit Policy

After discussion, only minor grammatical changes were suggested.

7.6. Workplace Security & Inspection Policy

No edits were suggested after the committee reviewed.

Hovanec motioned to approve the Educational Benefits Policy as amended, and the Workplace Security & Inspection Policy as presented. Kowalcze seconded, and the motion passed unanimously.

8. New Business

8.1. Confidentiality Policy

After a review of the Confidentiality Policy, only minor edits were suggested.

8.2. Political Activities and Contributions Policy

Harris presented the Political Activities and Contributions Policy to the committee giving explanations for the changes that were made. It was agreed that a definition of what a political organization needs to be included. Filapek will research how the Internal Revenue Service defines a political organization and present this information to legal counsel for input. Also, a question for legal counsel, is whether or not that staff should or should not state that they are a RAILS employee during a political activity or a political contribution. Clarifying language on this topic is needed in the policy.

Yanikoski motioned to approve the Confidentiality Policy as presented. Kowalcze seconded, and the motion passed unanimously.

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

After polling the committee members on the best date and time to change the meetings, the February and ongoing monthly meeting dates will be determined. The agenda for the February meeting will include the Inclement Weather Policy, the Hiring of Relatives/Nepotism Policy, the Membership and Dues Policy, the Visitors Policy, and the Political Activities Policy. Harris also mentioned that the Ethical AI Policy may also be on the agenda.

10. Adjournment

Gregory adjourned the meeting at 2:53 p.m.