



125 Tower Drive
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RAILS Board Policy Committee Meeting

February 20, 2025 | 2:30 - 4:00 pm

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

MINUTES

1. Welcome and Call to Order – Gwen Gregory
Gwen Gregory, Vice President of the RAILS Board, called the meeting to order at 2:32 pm.
2. Roll Call of Members
Present:
Engineering Systems, Inc.: Catherine Yanikoski
Frankfort Public Library: 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: Monica Harris, Joe Filapek, Stacy Palmisano (designated notetaker)
Absent: Sam Daly
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 of January 27, 2025
Hovanec moved to approve the consent agenda. Kowalcze seconded, and the motion was unanimously approved.
6. Unfinished Business
 - 6.1. Ethical AI Policy
This is the committee's second viewing of the Ethical AI Policy. Harris reported on the policy changes made on behalf of the legal counsel's suggestions and the recommendations from this committee. The addition of language that RAILS recognizes that artificial intelligence is a new and emerging technology and that RAILS will comply with all applicable statutes and regulations related to using artificial intelligence was added. The policy's *Bias and Harm Reduction and Fairness* section added a new sentence: "Employees shall not use AI technologies to discriminate against any individual or group based on race, gender, age, religion, or other protected characteristics." The committee did not ask for additional changes. The policy will next be presented to the RAILS' Executive Team for their feedback and then to the Policy Committee for approval.



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6.2. Hiring of Relatives/Nepotism Policy

Harris reviewed the additional language added to the policy, a short sentence outlining the definition of a relationship. No additional changes were requested to this policy.

6.3. Inclement Weather Policy

As requested by this committee, two subheadings were added: in-office and remote staff. Minor grammatical changes will be made, but no additional changes were requested.

6.4. Membership and Dues Policy

After Filapek reviewed the document, no additional changes were requested to this policy.

6.5. Political Activities and Contributions Policy

Harris read the added language regarding the definition of political activity, which is found in the RAILS Ethics Ordinance. The committee did not suggest any additional changes.

6.6. Visitors Policy

Filapek reported to the committee the updates to the policy since the committee reviewed it last month. As recommended by the committee, language was added that recording in RAILS staff-only or other areas not open to the general public is prohibited. Signage was purchased and will be placed in designated staff-only areas in Burr Ridge. No additional changes were suggested to this policy.

Yanikoski motioned to approve the *Hiring of Relatives/Nepotism Policy*, the *Inclement Weather Policy*, the *Membership and Dues Policy*, the *Political Activities and Contributions Policy*, and the *Visitors Policy* as presented. Kowalcze seconded, and the motion passed unanimously.

7. New Business

7.1. Attendance Policy

Harris reviewed the updates to the Attendance Policy. The committee suggested several changes to the document: the removal of "he or she" will be changed to "they," and language stating that extenuating circumstances, as approved by a supervisor, will be added within the unexcused absence section. Lastly, the committee agreed to include a line within the policy that states that the rules are in accordance with the PLAW, Sick, and Vacation Policies. The recommended changes will be made, and the policy will be returned to the committee for approval at the March meeting.

7.2. Disciplinary Actions Policy

Harris reported that the Disciplinary Actions Policy was updated to specify that RAILS will consider the length of time a violation occurred and its severity. If the second offense occurred more than three years before the recent offense, RAILS will begin a new set of actions. Small grammatical edits will be made and returned to the committee for approval at the March meeting.



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7.3. No Solicitation/No Distribution Policy

Monica discussed the No Solicitation/No Distribution Policy with the committee, and it was determined to get legal advice on the definition of solicitation. Minor grammatical errors will be made and returned to the committee at the March meeting.

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

Five policies were approved during the meeting, and four others will be sent to legal or edited and returned to the committee for review at a future meeting.

9. Adjournment

Gregory adjourned the meeting at 3:16 pm.