

---

**RAILS Special Board Meeting  
Orientation**

July 25, 2025 | 9:30 a.m.- 11:30 a.m.  
RAILS Burr Ridge  
125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

**AGENDA**

1. Call to Order and Roll Call
2. Guests and Public Comments
3. Welcome and Introductions – Monica Harris
4. Introduction to Library Systems – Monica Harris and RAILS Staff
5. RAILS Board Meetings 101 – Monica Harris and Stacy Palmisano
  - 5.1. Where to Attend
  - 5.2. Board Ethics
  - 5.3. Travel Reimbursement Form
  - 5.4. How to Participate and Contribute to Board Meetings
  - 5.5. Videoconference Locations And Sensitive Microphones
6. Email Accounts for RAILS Board Members – Monica Harris and Stacy Palmisano
  - 6.1. Why a Separate Email Account is Needed
  - 6.2. Importance of Checking Email Regularly and Responding Promptly
  - 6.3. Adhering to the Open Meetings Act
    - 6.3.1. Open Meetings Act Certification
7. Q&A/Open Discussion
  - 7.1. Buddy System
  - 7.2. Other
8. Adjourn