

DRAFT MINUTES

RAILS Board Policy Committee Meeting

October 22, 2025 | 10:00 am

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

1. Welcome and Call to Order
Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 9:59 am.
2. Roll Call of Members
Present at Burr Ridge: Carolyn Sennett
Present at Engineering Systems Incorporated: Catherine Yanikoski
Present at Frankfort Public Library: Amanda Kowalcze
Present via Zoom: Jennifer Cutshall
Absent: Jennifer Hovanec

A quorum was present.
3. Recognition of Guests and Announcements
Guests in Burr Ridge: Alice Grabowski, Monica Harris, Mary Kate Murray (designated note-taker), Stacy Palmisano
Guests via Zoom: Sam Daly, Joe Filipek, Gwen Gemmell
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 September 24, 2025
Kowalcze moved to approve the consent agenda. Sennett seconded, and the motion was unanimously approved.
6. Unfinished Business
 - 6.1. Holidays
Harris discussed the addition of the “Holiday pay eligibility” bullet point to the Holidays policy, including the Committee’s recommendation to add a statement instructing staff to contact HR in case of an emergency. Filapek noted the research that went into the development of the policy, and that the addition was specifically requested by Delivery Service Managers based on operational needs. Harris expressed appreciation for the discussion around creating policies that consider employee well-being in addition to operational needs.

6.2. Paid Family Leave

Harris reported the minor changes made to the Paid Family Leave policy based on last meeting's discussion. The Committee discussed hypothetical situations wherein Paid Family Leave time could be taken intermittently or concurrent to other types of leave. Kowalcze suggested developing a procedural document with example scenarios that employees could reference to better understand what types of leave are available to them.

6.3. Paid Leave for All Workers (PLAW)

Daly presented the Paid Leave for All Workers (PLAW) policy. No changes to the policy were recommended.

Kowalcze moved, and Sennett seconded, to recommend the Holidays, Paid Family Leave, and Paid Leave for All Workers (PLAW) policies, as presented, for review by the RAILS board. The motion was approved by unanimous vote.

7. New Business

7.1. RAILS PTO/Leave Breakdown

Daly shared a previously requested breakdown of the Paid Time Off and Leave options that RAILS provides to employees.

7.2. Removal of Employee Travel Policy

Harris presented an iteration of the Employee Travel Policy, last approved in 2013, for removal. The 2013 Employee Travel Policy was never properly withdrawn from the Employee Handbook, and the Policy Committee approved a new version of the Travel Policy for recommended review by the RAILS Board on September 24, 2025.

7.3. Fiscal Accountability

Harris noted an update to the Fiscal Accountability Policy reflecting changes in a law that requires libraries to acquire a treasurer's bond equal to 10% (rather than 50%) of their area per capita grant. The Travel section of the Fiscal Accountability Policy was updated to align with the Travel Policy approved by the Committee at the September 24 meeting.

7.4. Sick Leave

The Committee reviewed the Sick Leave policy and discussed language changes around gendered titles, sick time to care for pets, the misuse of sick leave, and documentation needed in the event of an extended sick leave. The Committee recommended that these changes be reviewed by RAILS' legal team.

7.5. Vacation Policy

The Committee recommended some language changes to the Vacation Policy to reflect a friendlier tone. Daly clarified questions around vacation leave eligibility and payouts.

7.6. Vacation Payout

Harris stated the purpose of the new Vacation Payout policy is to properly compensate workers in the Delivery department who may not be able to take their vacation time due to operational demand. The Committee discussed the relevance of office staff's flexibility to the policy. Sennett

suggested the creation of a procedural document clarifying the specifics of when payouts occur.

7.7. Introductory Period and Benefits Eligibility

Daly noted that an introductory period has been recommended by HR Source, and the Rockford service center currently implements an introductory period under the union contract. The committee recommended language changes to adopt a friendlier tone. Sennet proposed the creation of a glossary companion for the Employee Handbook to clarify terms and acronyms.

Sennett moved and Kowalcze seconded to recommend the review for removal of the 2013 Employee Travel Policy by the RAILS board. The motion was approved by unanimous vote.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
The next committee meeting will be on Wednesday, January 28, 2026, at 10:00am. The Fiscal Accountability, Sick Leave, Vacation Policy, Vacation Payout, and Introductory Period and Benefits Eligibility policies will be on the agenda for approval, along with additional policies to review.
9. Adjournment
The meeting was adjourned at 11:52am.