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**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD**

**POLICY COMMITTEE MEETING**

Wednesday, January 28, 2026 | 10:00 am  
RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

**MINUTES**

1. Welcome and Call to Order

Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 10:01 a.m.

2. Roll Call of Members

Present at Burr Ridge: Jennifer Cutshall, Jennifer Hovanec, Carolyn Sennett

Present at Engineering Systems Incorporated: Catherine Yanikoski

Present at Frankfort Public Library: Amanda Kowalcze

A quorum was present.

3. Recognition of Guests and Announcements

Guests in Burr Ridge: Sam Daly, Joe Filapek, Monica Harris, Mary Kate Murray (designated note-taker)

Guests via Zoom: Gwen Gemmell, Alice Grabowski

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 October 22, 2025

Sennett moved to approve the consent agenda. Hovanec seconded, and the motion was unanimously approved.

6. Unfinished Business

6.1. Fiscal Accountability

Harris presented the Fiscal Accountability policy. The committee suggested creating a separate document containing budgetary information that can be updated internally instead of having that information in the policy, which would require a board review annually.

## 6.2. Sick Leave

Harris reviewed edits made to the Sick Leave policy, including a switch to gender neutral language. Harris noted that gendered language throughout the employee handbook should be flagged and edited in the final review to maintain consistency.

## 6.3. Vacation Policy

Harris presented language updates to the Vacation Policy. Daly explained that employees who are regularly scheduled for more than 37.5 hours a week are eligible for a pro-rated increase in available vacation hours depending on their regularly scheduled hours.

## 6.4. Vacation Payout

Harris clarified the functional difference between “Administrative” staff and “Delivery” staff, and that any delivery staff who are required to be on-site, including facilities managers, are eligible for the vacation payout.

## 6.5. Introductory Period and Benefits Eligibility

Harris described tonal edits in the Introductory Period and Benefits Eligibility policy that reflect the culture at RAILS. The committee advised consolidating the terms “probationary” and “introductory” periods to maintain consistency throughout the employee handbook.

Cutshall moved, to recommend the Fiscal Accountability, Sick Leave, Vacation, Vacation Payout, and Introductory Period and Benefits Eligibility policies, with suggested edits, for review by the RAILS board. Sennett seconded, and the motion was approved by unanimous vote.

## 7. New Business

### 7.1. FOIA Policy

Filapek presented the RAILS FOIA policy. The committee suggested adding statements addressing oral FOIA requests and denial of requests along with the creation of a separate document that includes budgetary information to be updated annually.

### 7.2. Outside Employment Policy

Harris explained that an Outside Employment policy aligns with the code of conduct for state employees and noted that RAILS is requesting clarification from legal about whether the need for disclosure of outside employment is required by law. The committee discussed the merits of an outside employment disclosure policy with the rise of remote work but suggested that the Outside Employment policy be rewritten as a Conflict-of-Interest policy if possible.

### 7.3. Personal Relationships in the Workplace Policy

Harris reviewed the updated details of the Personal Relationships in the Workplace policy. The committee discussed the definition of a “personal relationship” and power dynamics in relation to the policy. The committee advised adding a statement regarding employee promotion to supervisory positions and suggested implementing a procedure of ethics training for new supervisors. Legal review of the policy was recommended.

7.4. Receipt of Fraudulent Email Policy

The RAILS IT department did not recommend any changes to the Receipt of Fraudulent Email policy beyond the website domain, Harris reported. The committee requested clarification on staff training and the safety of forwarding a fraudulent email to the IT department.

8. Review Policy Progress and Calendar

Harris presented an updated timeline for the employee handbook review project, including policies that were previously left off the roster of items to review. The committee agreed that an increase in the number of policies reviewed at each meeting is acceptable with the goal of finishing the handbook review within the fiscal year.

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

The next committee meeting will be on Wednesday, February 25, 2026, at 10:00am. The FOIA, Outside Employment, Personal Relationships in the Workplace, and Receipt of Fraudulent Email policies will be on the agenda for review and approval, along with additional policies to review.

10. Adjournment

The meeting was adjourned at 11:24 a.m.