
REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

EXECUTIVE COMMITTEE

Monday, March 17, 2025 | 12:30 p.m.

RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

DRAFT MINUTES

1. Welcome and Call to Order
Leyva, President of the RAILS Board, called the meeting to order at 12:31 pm on Monday, March 17, 2025.
2. Roll Call of Committee Members
Fister called the roll of the committee.
Present in Burr Ridge: Jean Carroll, Jennifer Hovanec, Rene Leyva
Present at Engineering Systems Inc.: Catherine Yanikoski
Present at NIU Founders Memorial Library: Gwen Gregory
3. Recognition of guests and announcements
Present in Burr Ridge: Monica Harris, Dan Bostrom, Sam Daly, Stacy Palmisano
Present on Zoom: Emily Bailey (designated note taker)
4. Public comments
There were no public comments.
5. Approval of Consent Agenda – Rene Leyva
 - 5.1. Adoption of agenda
 - 5.2. Approval of minutes of the January 15, 2025, Executive Committee meeting
Hovanec moved to adopt the consent agenda. Carroll seconded, and the motion was unanimously approved.
6. Draft changes to the Procedure for Filling RAILS Board Vacancy
Harris reviewed the procedural document and highlighted language the committee may wish to update. The last approved procedure was in 2014. After a conversation, it was decided to seek “guidance” from the Illinois State Library in the case of a vacancy being held for an election. The next topic was on whether to define the limit for the word “nearing” the election or to leave it open-ended. It was decided to leave the word “nearing” and to also revise the language to say “six (6) months or less”, rather than “less than six (6) months”. Next, they discussed committee appointments and committee members listed on the RAILS website. Lastly, the committee agreed to define a fixed timeline for the election

duration, posting, and closing schedule, rather than a range. The final decision was to add language reflecting the best practice of advertising the vacancy for 31 days and 17 days during the election period.

Yanikoski motioned to recommend changes as agreed by the Committee to the “Procedures for Filling RAILS Board Vacancy” to the full RAILS Board. Gregory seconded, and the motion was unanimously passed.

7. Review of Draft Succession Plan

Harris explained that, after considering a consultant to handle this work, it was ultimately decided to draft a plan after reviewing several succession plan templates. Additional documents shared with the committee were redacted to protect financial account numbers. These documents include details on investment information, authorizations, legal counsel, payroll, security systems, insurance, and retirement plans. Several members agreed on the importance of this compiled information. Next, Harris sought input on two sections of the plan: the backup appointees and the compensation for the Acting Executive Director position. The committee concluded that if the standing appointee, the Associate Executive Director, is unable to serve, the first and second back-ups will be the Director of Technology Services and the Finance Director. Additionally, the Executive Committee prefers splitting the role between the two back-ups. The second section of the inquiry focused on temporary salary. The agreed solution was as follows: the Associate Executive Director would receive either the starting salary for the Executive Director role or a 20% increase. If both Co-Executive Directors are in place, each will receive a 10% salary increase, unless their current salaries do not meet that threshold.

Yanikoski motioned to bring the recommended changes of the Succession Plan to the full board for approval. Gregory seconded, and the motion was unanimously carried.

8. Discussion of Executive Order concerning the Institute of Museum and Library Services (IMLS)

Harris updated the committee on the recent Executive Order regarding the IMLS. She has been in conversation with the Illinois State Library, the Chicago Public Library, the Illinois Heartland Library System, the Illinois Library Association, and CARLI. RAILS staff and Board have been informed of the Executive Order. RAILS' messaging is informative about the IMLS's role in supporting libraries. RAILS will soon share stories on what funding from IMLS grants has done for Illinois libraries.

9. Next meeting

The next meeting will be scheduled when needed.

10. Adjourn

Leyva adjourned the meeting at 2:12 p.m.