
REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, March 25, 2026 | 10:00 am
RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

DRAFT MINUTES

1. Welcome and Call to Order

Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 10:00 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: Joe Filapek, Monica Harris, Mary Kate Murray (designated note-taker)
Guests via Zoom: Sam Daly, Ryan Hebel

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 February 25, 2026

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

6. Unfinished Business

6.1. FOIA Policy

Filapek presented a newly drafted FOIA policy that includes language on fees and the right to deny requests and has removed information duplicated in the FOIA Guide,

which is posted publicly on the RAILS website. The committee discussed unduly burdensome FOIA requests. Removal of specific people's names and replacing them with their titles was recommended so that the policy does not need to be re-approved with turnover.

6.2. Outside Employment Policy

Filapek reported that the Outside Employment Policy is necessary, per the Illinois State Library's Administrative Code (Section 3030.255 Board of Directors Policies). The committee reviewed the policy, including language citing the administrative requirement.

6.3. General Leave of Absence

The General Leave of Absence policy was presented with a minor revision to include "status" in addition to position reinstatement.

Cutshall moved to recommend the FOIA, Outside Employment, and General Leave of Absence policies, with suggested minor edits, for review by the RAILS board. Kowalcze seconded, and the motion was approved by unanimous vote.

7. New Business

7.1. Nursing Mothers in the Workplace

The committee discussed making the policy gender-neutral and expanding eligibility to longer than a year. Daly and Filapek explained that the policy requires legal review to make those changes and to clarify what specifically needs to be noted in the policy. Minor language edits about informing supervisors and HR were also recommended.

7.2. Blood and Organ Donation

Daly reported that the "Complaint Procedure" section of this policy was not necessary and was removed. The committee recommended changing the amount of leave time per instance from one hour to two hours and asked for legal guidance on adding language requiring "fitness to return to work".

7.3. Employee Benefits

Daly explained that the Employee Benefits policy is required to show that the organization is in compliance with providing benefits. The committee advised moving a sentence to clarify that federal benefits cannot be terminated by RAILS.

7.4. Insurance

Sennett asked for clarification on which benefits apply to part-time and full-time employees and suggested adding those clarifications to the policy.

7.5. Employee Assistance Program

Daly presented the Employee Assistance Program policy, noting that it remains vague in order to adapt to a potential change in provider. The committee recommended minor edits including correcting a typo, generalizing the language in the list of services provided to avoid unnecessary specifics, and directing employees to Human Resources for more information.

7.6. COBRA

Yanikoski asked for clarification of “death of an employee” and how it applies to the receipt of COBRA benefits. No changes were made.

7.7. Retirement Plan

Filapek and Daly explained the basics of IMRF. The committee requested legal guidance on whether accrued sick time is credited toward an employee’s IMRF service time. They are also seeking clarification on any prohibitions that apply when calculating the impact of sick leave hours on pension benefits.

7.8. Other Retirement/Benefit Programs

Daly confirmed that RAILS does not provide additional contributions to any retirement benefit RAILS offers other than IMRF, and that employees must be regularly scheduled to work at least 20 hours a week to be eligible for the benefits listed in the policy. The committee recommended adding details clarifying these points within the policy.

7.9. Employee Retention Incentive

Filapek presented the Employee Retention Incentive Plan. The committee discussed whether reward should be based on the position filled. Kowalcze suggested changing the name of the policy to “Employee Referral Incentive”.

7.10. Years of Service

Daly clarified the meaning of “gross up the award.” The committee discussed equity issues presented by changing the calculation of years of service and decided that no changes were necessary.

Cutshall moved to recommend the Employee Benefits, COBRA, and Years of Service policies, with suggested minor edits, for review by the RAILS board. Sennett seconded, and 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, April 22, 2026, at 10:00 a.m. The Funeral/Bereavement Leave, School Visitation Leave, FMLA, Nursing Mothers in the

Workplace, Blood and Organ Donation Leave, Insurance, Employee Assistance Program, Retirement Plan, Other Retirement/Benefit Programs, and Employee Retention Incentive policies, along with additional policies, to review.

9. Adjournment

The meeting was adjourned at 11:08 a.m.

DRAFT