
REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, June 24, 2026 | 10:00 am
RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

MINUTES

1. Welcome and Call to Order – Catherine Yanikoski
Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 10:00 a.m.
2. Roll Call of Members – Mary Kate Murray
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 – Catherine Yanikoski
Guests in Burr Ridge: Joe Filapek, Mary Kate Murray (designated note-taker)
Guests via Zoom: Sam Daly
4. Public Comments – Catherine Yanikoski
There were no public comments.
5. Adoption of the Consent Agenda – Catherine Yanikoski (action requested)
 - 5.1. Adoption of the Agenda
 - 5.2. Approval of the RAILS Policy Committee Meeting Minutes from May 27, 2026

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

6. Unfinished Business (Discussion and possible action)
 - 6.1. ADA Grievance Policy and Procedure
Filapek presented “ADA Policy and Grievance Procedure” as the updated title of the policy and stated that the legal team recommended that a contact name for the ADA Coordinator be included in the policy. Filapek noted that when the policy is posted on the RAILS website, a widget for the ADA Coordinator’s contact information will be

clearly visible at the top of the page. The committee recommended some language changes for clarity.

6.2. Personal Appearance

Changes suggested at the May Policy Committee meeting were accepted by the attorneys with the stipulation that any day-to-day changes in dress standard expectations be communicated clearly to staff in advance. The committee recommended changing the language under “Prohibited Attire” to clarify the allowance of tattoos

6.3. Complaint Reporting Process

The committee reviewed updates to the Complaint Reporting Process policy and recommended updating “immediate supervisor” to “supervisor” throughout the handbook.

6.4. Introduction

On the recommendation of the attorneys, the “at-will” section of the Introduction will remain in place. The committee recommended writing a welcome letter to new employees to accompany the handbook during onboarding. The committee suggested minor language edits for clarity and continuity of tone.

Sennett moved to recommend the ADA Grievance Policy and Procedure, Personal Appearance policy, Complaint Reporting Process policy, and Introduction to the Employee Handbook for review by the RAILS board as amended. Hovanec seconded, and the motion was approved by unanimous vote.

7. New Business (Discussion and possible action)

7.1. Receipt of Fraudulent Email

Filapek presented the Receipt of Fraudulent Email policy with the addition of a liability statement at the bottom of the policy and some legal recommendations. The committee recommended removing any instructions to contact the sender of a potentially fraudulent email.

Sennett moved to recommend the Receipt of Fraudulent Email policy for review by the RAILS board as amended. Kowalcze seconded, and the motion was approved by unanimous vote.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
Filapek thanked Yanikoski and Hovanec for their service on the committee. Yanikoski thanked the committee and staff for their work on the Employee Handbook. Murray will follow up with committee members, once they are assigned, on the schedule for the first committee meeting of FY2027.
9. Adjournment
Yanikoski adjourned the meeting at 11:03 a.m.