
REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, February 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 10:01 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: Joe Filapek, Mary Kate Murray (designated note-taker)

Guests via Zoom: Sam Daly

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 January 28, 2026

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

6. Unfinished Business

6.1. FOIA Policy

Filapek communicated the attorney's feedback that a FOIA policy isn't necessary if FOIA information is posted publicly. The committee recommended editing the FOIA policy to strengthen RAILS' response to questioning and removing the information that also exists in the RAILS FOIA Guide to avoid duplication. This will require legal review.

6.2. Outside Employment Policy

Filapek presented the Outside Employment Policy. The committee proposed creating a shorter “Conflict of Interest” policy, reworking other important elements of the current policy into the Conduct policy, and sending the reworked policy to legal for review.

6.3. Personal Relationships in the Workplace Policy

Filapek presented the Personal Relationships in the Workplace Policy with some language updates recommended by the attorney to clarify the definition of “personal relationship”.

6.4. Receipt of Fraudulent Email Policy

Filapek explained the safety of IT’s procedure for handling fraudulent emails.

Cutshall moved to recommend the Personal Relationships and Receipt of Fraudulent Email policies, as presented, for review by the RAILS board. Sennett seconded, and the motion was approved by unanimous vote. The FOIA and Outside Employment policies will be brought to the March meeting for further discussion.

7. New Business

7.1. General Leave of Absence

Daly presented the General Leave of Absence policy with updated language that reflects the current practice at RAILS. Daly confirmed that COBRA benefits do not need to be taken in conjunction with a general leave. The committee suggested revising the statement that RAILS cannot guarantee employees’ reinstatement to their previous position to include “position or status”.

7.2. Voting Leave

Filapek clarified that voting leave does not apply to employees volunteering to be election judges. The committee discussed proof of attendance at the polls and whether one day was enough notice for employees to request voting leave.

7.3. Funeral/Bereavement Leave

Daly explained the intersection of the Funeral/Bereavement Leave policy with the Child Extended Bereavement Leave Act, the Illinois Family Bereavement Act, and VESSA. Hovanec suggested striking the word “Funeral” and calling the policy “Bereavement Leave”. The committee suggested minor changes to the policy and recommended seeking legal advice about requiring proof of death and setting a time limit on the employee’s eligibility for leave.

7.4. School Visitation leave

The committee questioned which types of events might qualify for the use of school visitation leave and suggested indicating that it only applies to elementary and secondary school events.

7.5. Jury Duty

Filapek presented the Jury Duty policy, and Daly verified that if a trial lasts longer than four weeks, employees may take paid time off or unpaid leave.

7.6. FMLA

Yanikoski advised adding a sentence in the “Medical Certification” section clarifying that second and third medical examinations only apply to an employee’s medical condition and not the condition of someone in their care. Daly noted that intermittent FMLA leave and ADA Accommodations can occur concurrently to support the employee’s needs.

7.7. Nursing Mothers

A full review of this policy was deferred to a future meeting.

7.8. Organ Donation

A full review of this policy was deferred to a future meeting.

Hovanec moved, to recommend the Voting Leave and Jury Duty policies, with suggested edits, for review by the RAILS board. Cutshall 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, March 25, 2026, at 10:00am. The FOIA, Outside Employment, General Leave of Absence, Funeral/Bereavement Leave, School Visitation Leave, FMLA policies will be returned to the committee for review and approval. The Nursing Mothers and Organ Donation policies will be on the agenda, along with additional policies, to review.
9. Adjournment
The meeting was adjourned at 11:32 a.m.