

**Reaching Across Illinois Library System
Policy Committee Meeting
October 26, 2012 – 10:30 a.m.
LaSalle Public Library**

MINUTES

1. Welcome and Roll Call

Chair Bill Coffee called the meeting to order at 10:30 a.m. Members present by videoconference:

Burr Ridge: Bill Coffee

Wheeling: Mary Jo Matousek, Kerry Pearson, Ben Schapiro

Western Illinois University: Phyllis Self

Absent: None

2. Designation of Minute Recorder

The Chair designated RAILS Executive Assistant Carol Steffens as recorder of minutes for the meeting.

3. Roll Call of Videoconference Sites

Burr Ridge: Susan Weinmann

In person at LaSalle: Laura Frizol, John Sayers, Mary Witt

4. Adoption of Agenda

Mr. Coffee asked that an item be added to the agenda regarding a personnel policy change was part of the proposed revision to the Area and Per Capita (APC) grant application that would be brought forward to the Board for approval.

DR. SELF MOVED, AND MS. MATOUSEK SECONDED THAT THE AGENDA BE ADOPTED AS AMENDED.

The motion carried.

5. Approval of Minutes

The minutes of the December 13, 2011 Policy Committee meeting were brought forward for approval.

MR. PEARSON MOVED, AND DR. SELF SECONDED THAT THE DECEMBER 13, 2011 MINUTES OF THE POLICY COMMITTEE MEETING BE APPROVED AS PRESENTED.

The motion carried.

6. Policy Committee Chair Report

No report was given.

7. Resource Sharing Policy

Mary Witt, Director of Communications, stated that several changes had been made to the RAILS Resource Sharing Policy that was presented to the Board for review at the September meeting. These changes were a combined effort gathered from member input, and the work of a team from the Member Advisory Group, with advice from the Illinois State Library. Ms. Witt

asked Laura Frizol, a member of the team that worked on these changes, to present them to the committee for their review. A tracked version of the revised policy with notes indicating why most of the changes were made was included in the meeting packet.

The Policy Committee discussed this policy and agreed to recommend that the Board approve the resource sharing policy with the revisions noted.

DR. SELF MOVED, AND MS. MATOUSEK SECONDED THAT THE POLICY COMMITTEE RECOMMEND THE BOARD APPROVE THE RESOURCE SHARING POLICY WITH THE REVISIONS NOTED.

The motion carried.

8. Personnel Policy Revisions to APC Grant Application

Jane Plass, RAILS Interim Executive Director, explained that the Illinois State Library had requested revisions be made to the APC grant application. The requested changes included a proposed revision to the membership and dues section in the employee handbook and two new policies: 1) school visitation and 2) political activities and contributions.

The committee discussed each item and agreed on the revisions.

DR. SELF MOVED, AND MR. PEARSON SECONDED, THAT THE POLICY COMMITTEE RECOMMEND THAT, CONTINGENT UPON APPROVAL BY THE FINANCE-PERSONNEL COMMITTEE, THE BOARD APPROVE THE PERSONNEL POLICY REVISIONS TO THE APC GRANT APPLICATION.

The motion carried.

9. Next Meeting and Future Agenda Items

The committee discussed a joint Policy-Personnel-Finance Committee meeting to discuss anticipated employee handbook revisions. All three committees would meet at 11:30 a.m. on Friday, January 25.

RAILS staff were asked to look into a provision added to the bylaws regarding indemnification of Board members. This will be discussed at the next meeting.

10. Adjourn

MR. PEARSON MOVED, AND DR. SELF SECONDED THAT THE POLICY COMMITTEE ADJOURN.

The motion carried and the meeting adjourned at 10:53 a.m.