

Reaching Across Illinois Library System
Operations-Policy Joint Committee Meeting
January 31, 2014 at 11:00 a.m.
Burr Ridge Service Center

MINUTES

1. Welcome and Roll Call

Policy Committee Chair Bill Coffee called the meeting to order at 11:00 a.m.

Policy Committee members present:

Burr Ridge: Bill Coffee, Mary Jo Matousek, Ben Schapiro

Wheeling: Kerry Pearson

Absent: None

Operations Committee members present:

Burr Ridge: Murray Barr, John Sayers, Ben Schapiro

Wheeling: Kerry Pearson

Absent: Charlet Key

2. Designation of Minute Recorder

Emily Fister was designated as recorder of minutes for the meeting.

3. Roll Call of Others Present

Burr Ridge: Dee Brennan, Jim Kregor, Kathy Parker, Jane Plass, Brian Smith, Mary Witt, Barb Brooks, Emily Fister

4. Adoption of Agenda

Mr. Schapiro moved, and Mr. Sayers seconded, that

THE AGENDA BE ADOPTED AS PRESENTED.

The motion carried.

5. Approval of Minutes of the November 22, 2013 Operations-Policy Joint Committee Meeting

Mr. Schapiro moved, and Ms. Matousek seconded, that

THE MINUTES OF THE NOVEMBER 22, 2013 OPERATIONS-POLICY JOINT COMMITTEE MEETING BE APPROVED AS PRESENTED.

The motion carried.

6. Co-Chairs Report

No report.

7. Strategic Planning Documents

Dee Brennan, RAILS Executive Director, reported that the Strategic Planning Committee met on January 17 and the results of that meeting were part of the agenda packet. She asked for the approval of the materials to be presented for a larger discussion to the full board.

8. Policy Questions from the ISL and RAILS Response

Ms. Brennan noted that RAILS received approval from the ISL to all the policy changes discussed at last months' meeting, specifically related to staff and Board professional memberships.

9. Secondary Employment Report

Ms. Brennan reported that four employees had submitted Secondary Employment Forms for her review. Ms. Brennan determined that none of the submittals were in conflict with their RAILS positions and recommended approval of the report.

Mr. Schapiro moved, and Mr. Barr seconded, that

THE SECONDARY EMPLOYMENT REPORT BE APPROVED AS PRESENTED.

The motion carried.

10. Budget Update

Jim Kregor, RAILS Director of Finance, reported that there were some changes to the budget. One aspect was a refund from IMRF. Another change was the fact that winter costs were over budget. Mr. Kregor said that he would have a full budget presentation at the board meeting.

11. Libraries of Illinois Risk Agency (LIRA)

Mr. Kregor reported on the newly formed library Property/Casualty insurance cooperative, LIRA, for Workmen's Compensation, Property, Liability and Crime coverage. LIRA was initiated by the ILA and Arthur J. Gallagher as an insurance alternative for libraries. RAILS has been invited to join the pool which currently has 24 members. He said that based on the current quotes RAILS could realize some savings, and the fact that we would be a major participant due to our large number of employees and automobiles. He said that the rate quote could change at the end of February. The Committee asked for a spreadsheet with current costs, comps and LIRA rates. The Committee also asked that Mr. Kregor investigate coverage as it relates to incident occurrences and claim dates when switching carriers and policy changes. Mr. Kregor said he would present more information at the next meeting and have a resolution prepared if in fact the Board decides to go through with membership with LIRA.

12. Investment Policy and Procedures Update

Mr. Kregor reported that RAILS has been advised by our audit partner Dan Berg of Sikich, that we adopt another control measure before acquiring additional depositories. Mr. Kregor reported that Mr. Berg suggest we modify our procedures to include a second person to authorize investments. Mr. Kregor said he would present examples of investment procedures as well as a resolution approving additional depositories at the next meeting.

13. Next Meeting and Future Agenda Items

The Operations Committee will meet on Friday, February 28, 2014 at 11 a.m. at the Burr Ridge Service Center. The future agenda items include: LIRA; Investment policy and procedures; board vacancies; executive director evaluation process and an employee rewards and recognition program. Mr. Barr suggested that RAILS staff check with the State of Illinois to make sure RAILS employees are eligible for longevity compensation.

14. Adjourn

At 11:39 a.m., Mr. Schapiro moved, and Mr. Sayers seconded, that

THE OPERATIONS-POLICY JOINT COMMITTEE MEETING BE ADJOURNED.

The motion carried.