

**Reaching Across Illinois Library System
Operations-Policy Joint Committee Meeting
November 22, 2013 – 11:00 a.m.
Galesburg Public Library**

MINUTES

1. Welcome and Roll Call

Operations Committee Co-Chair Charlet Key called the meeting to order at 11:22 a.m.

Operations Committee members present:

Galesburg: Charlet Key, John Sayers, Ben Schapiro

Burr Ridge: Murray Barr

Wheeling: Kerry Pearson

Absent: None

Policy Committee members present:

Galesburg: Mary Jo Matousek, Ben Schapiro, Mary Soucie

Burr Ridge: Bill Coffee

Wheeling: Kerry Pearson

Absent: None

2. Designation of Minute Recorder

Carol Steffens was designated as recorder of minutes for the meeting.

3. Roll Call of Others Present

Galesburg: Dee Brennan, Mark Hatch, Jim Kregor, Kathy Parker, Veronda Pitchford, Jane Plass, Brian Smith, Carol Steffens, and Mary Witt

Burr Ridge: Barb Brooks, Maureen Noonan, Jody Rubel

4. Adoption of Agenda

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

THE AGENDA BE ADOPTED AS PRESENTED.

The motion carried.

5. Approval of Minutes of the September 27, 2013 Operations-Policy Joint Committee Meeting

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

THE MINUTES OF THE SEPTEMBER 27, 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 at last month's Board meeting, the strategic plan development and the planning committee retreat were discussed in regard to how the Operations Committee would like to be involved. Ben Schapiro, co-Chair of the Operations committee is now also on the planning committee. She asked if there are other steps that can be taken to ensure that the Operations

committee is fully knowledgeable about the development of the plan and implications for budgeting, staff and policies. The committee was comfortable with the addition of Mr. Schapiro. This topic will be further discussed at the full Board meeting.

It was commented that any discussion beforehand allows the committee to look early on at any changes that need to be made before the end of the process.

8. Policy Questions from the ISL and RAILS Response

Ms. Brennan noted that RAILS responded to a few follow-up questions that the ISL had regarding the plan of service and budget and policy changes, specifically related to staff and Board professional memberships. These responses are part of her report.

9. Budget Update

Jim Kregor, RAILS Director of Finance, reported that RAILS was going to make a purchase of Polycom equipment for all locations that was not originally in the budget. The vendor selected after some research, was One Vision at a cost of \$172,000 which includes upgrades, recording, and three years of maintenance. The equipment is compatible with ISL equipment and the upgrade is much appreciated. The installation date should be relatively soon.

The budget was amended and resubmitted to show the \$985,219 E-book grant money with 2/3 of the grant noted in FY2014 and 1/3 in FY2015. An additional spending report will be shown in the financials. As money is received from the libraries for E-books, those monies will be put back into the collection. As of November 18, there has been a great response -- 122 commitments.

10. Update on Delivery Outsourcing Implementation

Ms. Brennan updated the committee regarding the ongoing progress with contract negotiations for the delivery outsourcing implementation. Once the routing information is in, the pricing can be set and the contract finalized and ready for attorney review before coming back to the committee. An additional Board meeting is anticipated for December.

Continental Transportation Solutions (CTS) will be meeting with interested RAILS employees to discuss available positions. A number of Burr Ridge staff have found other jobs, so temporary help is in place. The expectation is for the outsourcing to begin early January.

11. Next Meeting and Future Agenda Items

The Operations Committee decided to meet regularly while the strategic plan is in the development stage, and in addition to other items. The next meeting will be held on January 31 at 11:30 a.m. at Burr Ridge.

12. Adjourn

At 11:45 a.m., Ms. Matousek moved, and Mr. Sayers seconded, that

THE OPERATIONS-POLICY JOINT COMMITTEE MEETING BE ADJOURNED.

The motion carried.