

Reaching Across Illinois Library System  
Operations-Policy Joint Committee Meeting  
October 24, 2014 at 11:00 a.m.  
Burr Ridge Service Center

MINUTES

**1. Welcome and Roll Call**

Policy Committee Chair Mary Jo Matousek called the meeting to order at 11:00 a.m.

**Policy Committee** members present:

Burr Ridge: Sarah Armstrong

Wheeling: Mary Jo Matousek, Kerry Pearson

Phone: Dane Ward

**Operations Committee** members present:

Burr Ridge: John Sayers

**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, Jane Plass, Ryan Hebel, Barb Brooks, Emily Fister

**4. Adoption of Agenda**

Ms. Matousek announced due to the lack of quorum for the Operations Committee, the Agenda item 7. Secondary Employment report would be deleted from the agenda and tabled until the next Operations Committee meeting.

Mr. Sayers moved, and Ms. Armstrong seconded, that  
THE AGENDA BE ADOPTED AS AMENDED.

The motion carried.

**5. Approval of Minutes of the August 29, 2014 Operations-Policy Joint Committee Meeting**

The minutes were held until the next meeting of the Operations committee.

**6. Co-Chairs Report**

There were no reports.

**7. Secondary Employment Report**

The report was held until the next meeting of the Operations committee.

**8. Budget Update**

Mr. Jim Kregor, RAILS Director of Finance presented the September financial statements and noted that there was a decline in the cash balance due to the receipt of minimal revenues. The September month-end cash balance would fund over 26 months of General Fund operations, based on the FY 2015 General Fund expenditure budget. He said General Fund expenditures were below budget primarily due to lower contractual and professional services and also personnel expenditures. The personnel expenditures numbers will be in line with the budget as most of the open positions have been filled.

**9. Human Resource Policy Changes**

Ms. Brooks presented the proposed changes to the paid time off benefits policy. She stated the current policy has the benefits tied to the fiscal year and suggested a conversion to the calendar year. This change would be consistent with payroll, health insurance, and current human resource practices.

The Committee recommended the changes be brought forward to the full board for approval.

Ms. Brooks also presented the proposed policy change to allow employees to purchase military service credit. The credit would count toward total years of service/vesting within the Illinois Municipal Retirement Fund (IMRF). Ms. Brooks presented the formula for estimating the costs. There was some discussion regarding the option to rescind the offer if future budget restricted the benefit. The policy will be brought back to the committee for further discussion.

**10. Next Meeting and Future Agenda Items**

The Operations and Policy Committees will jointly meet on Friday, November 21, 2014 at 11:00 a.m. at the Burr Ridge Service Center. Some items may include extending the eRead rebate offer; Coal Valley facility status; applications for energy grants; and the Wheeling facility lease agreement.

**11. Adjourn**

At 11:42 p.m., Mr. Pearson moved, and Mr. Sayers seconded, that

THE OPERATIONS-POLICY JOINT COMMITTEE MEETING BE ADJOURNED.

The motion carried.