

**Reaching Across Illinois Library System
Operations Committee Meeting
August 29, 2014 at 9:00 a.m.
Burr Ridge Service Center**

MINUTES

1. Welcome and Roll Call

Operations Committee Chair Ben Schapiro called the meeting to order at 9:00 a.m.

Operations Committee members present:

Burr Ridge: Murray Barr, Nann Hilyard, Kerry Pearson, John Sayers, Ben Schapiro

2. Designation of Minute Recorder

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

3. Roll Call of Others Present

Burr Ridge: Bill Coffee, Dee Brennan, Jane Plass, Jim Kregor, Barb Brooks, Veronda Pitchford, Debbie Baaske, Justin Schmidt and Emily Fister.

4. Adoption of Agenda

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

THE AGENDA BE ADOPTED AS PRESENTED.

The motion carried.

5. Approval of Minutes of the July 25, 2014 Operations-Policy Joint Committee Meeting

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

THE MINUTES OF THE JULY 25, 2014 OPERATIONS-POLICY JOINT COMMITTEE MEETING BE APPROVED AS PRESENTED.

The motion carried.

6. Co-Chairs Report

Mr. Schapiro said that there was no Operations Committee report.

7. Secondary Employment Report

Ms. Brennan reported that one employee had submitted a request for approval for secondary employment. She determined that the submittal was not in conflict with the RAILS secondary employment policy and recommended approval of the report.

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

THE SECONDARY EMPLOYMENT FOR THE EMPLOYEE PRESENTED BE APPROVED AS SHOWN WITHOUT CONFLICT OF INTEREST.

The motion carried.

8. Budget Update

Mr. Jim Kregor, RAILS Director of Finance presented the July financial statements and noted that it was the first month of the fiscal year. He reviewed the documents that showed the July month-end cash balance would fund over 27 months of General Fund operations. He said that an additional \$4,000,000 was invested in Certificates of Deposits with a six month maturity, for a total certificate of deposit investments of approximately \$11.7 million. Mr. Kregor reported that there was a large capital outlay of \$145,000 for the purchase of four delivery vans and two passenger vehicles, as well as a large group purchase of \$378,355 for EBSCO databases. The EBSCO costs are a pass through

expense. He attended the annual board meeting for the Libraries of Illinois Risk Agency (LIRA). He said LIRA is expanding from the 24 initial members to 33 at the end of the month and they will have a booth at the Illinois Library Association conference in October.

Bill Coffee arrived at 9:10 a.m.

9. Innovation Experts

Ms. Brennan reported that there have some glitches in the transferring of the Innovations Experts contracts. RAILS discovered that Innovations Experts owns the LACONI software and therefore RAILS does not have the rights to the software and cannot conduct the 2014 salary survey in a timely manner. At this time RAILS will withdraw from involvement with the LACONI Salary Survey but looks forward to working with LACONI in the future. RAILS and Innovations Experts have agreed on a January 1, 2015 cutover date for the Museum Adventure Pass program. Ms. Plass said that Innovations Experts has not obtained all the vendor consents as required in the RAILS/ Innovations Experts signed agreement. Mr. Mosshamer of IE has received consents from some vendors but is still waiting for confirmation from others and RAILS has requested consents be obtained by September 30, 2014.

10. Next Meeting and Future Agenda Items

The Operations Committee will not meet in September. The October meeting may include some proposed human resources policy changes. The October meeting will be held on Friday, October 24, 2014 at 11:00 a.m. at the Burr Ridge Service Center.

11. Adjourn

At 9:20 a.m., Ms. Hilyard moved, and Mr. Coffee seconded, that

THE OPERATIONS-POLICY JOINT COMMITTEE MEETING BE ADJOURNED.

The motion carried.