

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, May 24, 2019

RAILS Burr Ridge Service Center

Minutes

1. WELCOME AND INTRODUCTIONS

Ms. Laura Turner, RAILS Board President called the meeting to order at the RAILS East Peoria Service Center at 1:00 p.m.

2. ROLL CALL OF RAILS BOARD MEMBERS

Ms. Fister called the roll of the RAILS Board members:

Burr Ridge: Susan Busenbark, Liza Campbell, Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg,

East Peoria: Laura Turner

Phone: Christine Barr, Dave Barry, Dee Runnels

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Jane Plass, Joe Filapek, Wesley Smith, Anne Slaughter, Anna Duff, Greg McCormick, Mark Hatch, Karen Egan, Anna Behm, Grant Halter, Jim Kregor, Dan Bostrom, Demond Warfield, Leila Heath, Emily Fister

East Peoria: Robert Morgan, Kendal Orrison

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Mr. Mills moved for the adoption of the agenda, Ms. Gregory seconded and the motion was unanimously approved.

6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES

6.1 RAILS Board Minutes of March 22, 2019 Regular Meeting

Ms. Busenbark moved for the approval of minutes of the March 22, 2019 RAILS board meeting.

Mr. Campbell seconded and the motion was approved.

6.2 RAILS Financial Report

Mr. Kregor reviewed the financial report for April 2019. The April 30, 2019 unassigned General Fund (\$14.4 million) cash and investment balances would fund an estimated 14.8 months of operations. Cash and investment balances decreased \$0.8 million from the March 31, 2019 balance as revenues were \$0.2 million during April, as no Area and Per Capita (APC) Grant payments were received. Investment income of \$271,060 through April exceeded budget by \$88,360 as interest rates have increased throughout the current fiscal year. Current money market account interest rates for both of RAILS' two major accounts are 2.54%. Investment income for FY2019 should exceed \$330,000, compared to the annual budget of \$219,200. Total General Fund expenditures of \$9,442,010 were \$814,345 below budget due to favorable to budget results in nearly all cost components, the largest being Personnel (\$216,977), and Contractual Services (\$302,241).

6.3 Approval of Expenditures

Mr. Kregor presented the expenditures report for April 2019. Ms. Sheikh moved for the approval of the check voucher/register for April 2019 in the amount of \$1,066,240.11. Mr. Campbell seconded and roll call vote was taken: Ayes: Susan Busenbark, Liza Campbell, Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner. Nays: none

7. REPORTS

7.1 Report from the RAILS President

Ms. Turner had no report.

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Advocacy Committee

Ms. Gregory had no report but said the committee will meet before the next board meeting.

7.2.2 Consortia Committee

There was no report.

7.2.3 Executive Committee

There was no report.

7.2.4 Nominating Committee

Ms. Brennan reported that the committee met to confirm election results. The draft slate of officers will be presented at the June meeting. Once all of the candidates have been notified the announcement will be made to the board members and then to the public. Ms. Brennan acknowledged that today was Ms. Hickey's last day as a board member, because she is moving to Florida for another position. Her vacancy will be filled based on the votes of this election.

7.2.5 Policy Committee

Mr. Mills reported that the Policy Committee has not met but that there is an action item to be discussed under the New Business portion of the meeting.

7.2.6 Resource Sharing Committee

There was no report.

7.2.7 Universal Service Committee – Sue Busenbark, Deirdre Brennan

An update will be given under the New Business portion of the meeting.

7.3 RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan announced that this week NIC (Northern Illinois Cooperative) that consist of 8 libraries went live in PrairieCat thanks to the LLSAP membership support grant. RAILS received a nice note from NIC thanking for the support. Ms. Brennan discussed the memo from attorney Julie Tappendorf regarding Photography & Filming in Libraries. Ms. Brennan thanked Mr. Mills for bringing this topic to the attention of the board several months ago. Mr. Mills thanked RAILS for putting this important information together for libraries and for helping NIC join PrairieCat.

Ms. Turner commented that she was happy to see that RAILS will be creating a new video that will focus on answering the question of why libraries are still important. Ms. Brennan

reported that she attended a recent meeting on the subject and is very confident in the project.

Ms. Brennan reported that the attendance at Elevate was very diverse in terms of size and library type. Ms. Sheikh, who also attended the program, agreed that it was fabulous and that RAILS had a nice presence. Ms. Turner commented that she attended the program last year and that it was very useful. Mr. Filapek will get the exact stats to the board.

7.3.2 Service of the Month Report

Ms. Behm gave a brief overview of eRead Illinois. Over the last year collection development on popular materials has been a focus of eRead Illinois as well as keeping up with in-demand items and series. RAILS is working closely with Baker & Taylor on platform development and encouraging them to develop the Axis 360 app. In January of 2019 the eRead newsletter was relaunched. On May 22 eRead Illinois hosted a member update webinar that was well attended. Ms. Behm reported that BiblioBoard has added over 1,000 educational titles to the collection including 300 titles in Spanish. A Common Core collection has also been added that included teaching guides. To increase outreach Ms. Turner commented that she would like to see some ebook resources that specials could use and offered her assistance to help. Mr. Mills stated that SimplyE has a lot of potential to make E-content more available.

7.3.3 Find More Illinois-Jane Plass

Ms. Plass reported that the packet contains the first year overview of Find More Illinois. An update to the packet is that RAILS has heard from two of the pilot libraries that they will be joining in fiscal year 2020. Find More Illinois is on track with an upgrade to the next version of the software and will be temporarily down starting on the evening of May 31 and expected to be up on the following Monday, June 3.

7.4 Illinois State Library Report- ISL Staff

Mr. McCormick reported that ISL staff is hopeful that the budget and the progressive income tax proposed will be resolved by May 31. The State will make an announcement regarding literacy programs, project Next Generation and various technology grants including the library delivery system. Mr. McCormick announced that the state will be hosting Directors University beginning on June 1. Ms. Brennan stated that the RAILS ILDS contract was signed yesterday and thanked Mr. McCormick for his assistance. Ms. Brennan reported that contract is a substantial revenue increase for RAILS.

8. NEW BUSINESS

8.1 Policy Committee charge

Ms. Brennan reported that there is an update to the charge for the Policy Committee. The Policy Committee will be starting soon to work on the employee handbook. Mr. Mills moved to approve the changes of the charge for the Policy Committee. Mr. Kasten seconded and the motion was unanimously approved. xxxx

8.2 System membership standards next steps

Ms. Brennan relayed that the system membership standards has greatly evolved over time since its initiation in 2014 and much has been learned from the data collection. Now that the

Illinois Library Association and the Illinois State Library are involved, the landscape has changed. The standards will be simplified, once again, and RAILS will work with the Illinois State Library and Illinois Library Association to collect data from academic libraries and school libraries with the object of better understanding their stories. Mr. McCormick reiterated the need to capture the story of why some libraries are unable to meet certain levels of service. The system membership standards is an opportunity to compile such information. The data will be reviewed and the libraries will be informed that their answers will not result in losing grant money. The process will be made clear for new members and libraries that previously left and are returning. Ms. Brennan added that each library should make a strategic plan, even if simple, to get a look at the whole picture of their library. RAILS can assist members with this project. She concluded that having the Illinois Library Association onboard has greatly helped make everything come together successfully for the system membership standards.

8.3 Membership Change

Mr. Bostrom announced that new School Librarian Dana Ray from Scott Morgan CUSD #22 reached out to RAILS about services. The school district is in Scott County and comprises of three schools (elementary, junior, and high school) on one campus; they are all served by Mrs. Ray's library. Mr. Bostrom visited the school two weeks ago and got a tour of the library. He learned that they currently have around ten thousand titles and are running Destiny as their online catalog. They are interested in continuing education, adding eBooks, and grant support from RAILS. Mr. Campbell moved that the board recommend Scott Morgan CUSD #22 for full membership to the State Library. Mr. Pointon seconded and the motion was unanimously approved.

8.4 June Board meeting location

Ms. Turner proposed having the June meeting in East Peoria area, if possible at the Caterpillar Facility in Morton. Mr. Barry moved that the June Board meeting be held at the Caterpillar Facility in Morton with East Peoria as the default location. Mr. Mills seconded and the motion carried.

9. UNFINISHED BUSINESS

9.1 System Area Per Capita Grant Application

Ms. Brennan reported out that the first few pages of the application consist of the budget form, per capita grant, major projects, and expenditures related to staff. She announced a three percent salary increase is extant but requires approval and RAILS will hold off until the state budget is passed. RAILS will be purchasing new vehicles this year. RAILS will also be working on the library story campaign. The end of section 3.2 lists all the projects RAILS has done, not only for members, but statewide.

Mr. Kasten moved to approve the System Area Per Capita Grant Application. Ms. Campbell seconded and roll call vote was taken: Ayes: Susan Busenbark, Liza Campbell, Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner. Nays: none

10. BOARD DEVELOPMENT

10.1 Universal Service update

Ms. Brennan reached out to the Illinois Association of Realtors and a realtor in Oak Park to talk about adding information to the Multiple Listing Service that would provide home buyers with advance information about whether specific houses are part of a library taxing district. She is unsure at this point whether or not this is something realtors will be interested in. RAILS is going to put together a survey of how public libraries are serving the unserved. RAILS will ask attorneys to amend the library non-district act allowing those libraries to merge. Ms. Brennan would like to bring this to the Illinois State Library as a public policy. RAILS is also planning to alter their website to make information regarding this topic more accessible. The Illinois State Library has agreed to look into why people are being unserved. Data Coordinator and Research Analyst Grant Halter will be looking into the demographics of unserved residents. Mr. McCormick called attention to the fact that the math regarding the number of nonresident library cards issued has not been computing. A new method in extracting this data will be looked into for the future.

11. RAILS BOARD MEMBER REPORTS

Mr. Mills presented a certificate to Ms. Campbell and thanked her for her service to RAILS. Ms. Campbell said she enjoyed her time on the board and learned a lot. Mr. Pointon said the White Oak Library District is in the midst of planning this year's Comicopolis. The city of Lockport donated money for the event, which will be July 27 from 10 am to 4 pm. The library is again hosting the federally funded summer lunch program that provides lunch to those under eighteen and also hosts the Northern Illinois Food Bank who come once a month to hand out food. He said the second Lawyers in the Library program will progress with attorneys offering advice to interested patrons. Mrs. Gregory shared that the University of Illinois Chicago Library held events for stressed students amid finals time that included chair massages, movies, puzzles, a post-it wall to share your feelings, coffee and snacks, and twenty-four-seven library hours.

12. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The next RAILS Board meeting will be held on Friday, June 28 in either the Caterpillar facility or the RAILS East Peoria service center. On the agenda will be the slate of officers presented by the Nominating Committee, review of the dates for FY20 board meetings, and a report on RAILS IT infrastructure and services.

13. CLOSED SESSION

Ms. Turner stated, the Board will move into closed session to discuss matters pertaining to personnel, as per 5 Illinois Compiled Statutes, chapter 120, paragraph 2, section (c) 1, which states: *Exceptions. A public body may hold closed meetings to consider the following subjects:* The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Mr. Mills moved to go into closed session to discuss the evaluation of the Executive Director. Mr. Campbell seconded and roll call vote was taken: Ayes: Susan Busenbark, Liza Campbell, Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Michelle Simmons, Thomas Stagg, Laura Turner. Nays: none

14. ACTIONS TO FOLLOW-UP TO CLOSED SESSION

Mr. Mills moved to approve a 4% bonus for Ms. Brennan. Mr. Barry Mr. Campbell seconded and roll call vote was taken: Ayes: Susan Busenbark, Liza Campbell, Michael Campbell, Gwen Gregory, Jay Kasten, Paul Mills, Scott Pointon, Nadia Sheikh, Thomas Stagg, Laura Turner. Nays: none. Absent: Michelle Simmons had left the meeting

15. ADJOURN

The meeting was adjourned at 12:09 p.m.