

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM
Policy Committee Meeting
August 8, 2018
Minutes

1. Call to Order and Roll Call
Committee Chair Paul Mills called the meeting to order at 3:02 p.m. at the Burr Ridge Service Center.
Present at Burr Ridge: Paul Mills, Daisy Porter-Reynolds
Via Telephone: Sue Busenbark, Nadia Sheikh
Others Present at Burr Ridge: Dee Brennan, Jane Plass, Emily Fister
2. Adoption of Agenda
Ms. Busenbark moved for the adoption of the agenda; Ms. Porter-Reynolds seconded and the motion was unanimously approved.
3. Public Comments
None.
4. Acceptance of Minutes:
Ms. Porter-Reynolds moved for the acceptance of the minutes for the August 11, 2017 Policy Committee Meeting; Ms. Sheikh seconded and the motion was unanimously approved.
5. Policy on Meeting via Electronic Means
Ms. Brennan presented the policy which was drafted and approved around the time of the merger in 2011. The committee discussed changes regarding muting, no sidebar conversations among board members, as well as needed changes to the format of the policy. Ms. Porter-Reynolds moved that the Policy on Meeting via Electronic Means be recommended to the full board for approval with the changes per the committee discussion. Ms. Sheikh seconded and the motion was unanimously approved.
6. Fiscal Accountability Policy
Ms. Brennan explained that gift Fiscal Accountability Policy includes a section on donations which was discussed at the July board meeting. A section regarding Talking Books was removed from the policy. The committee discussed the increase from \$20,000 to \$25,000 in the purchasing section and added language to the donations section A6. Determined not to be in the best interest of the system.
Ms. Porter-Reynolds moved and Ms. Sheikh seconded that the policy be recommended to the full board for approval with the changes per the committee discussion. The motion was unanimously approved.

7. Employee Handbook Update

Ms. Brennan reported that a staff committee has been working on an update to the employee handbook. She said after staff has completed their updates it will be sent to the Management Association for review before the policy committee. The committee discussed taking the project on in increments. Ms. Porter-Reynolds will send the updated policy manual from the Aurora Public Library for RAILS staff review.

8. Next Meeting and Future Agenda Items

Updates to the Employee manual.

9. Adjourn

The meeting was adjourned at 3:34 p.m.