

**RAILS**  
**REACHING ACROSS ILLINOIS LIBRARY SYSTEM**  
**Policy Committee Meeting**  
**February 26, 2015 at 11:30 a.m.**

**Minutes**

1. Welcome and Roll Call  
Mr. Barry, Committee Chair, called the meeting to order at 11:30 a.m.  
Committee members present at Burr Ridge: Sarah Armstrong, Dave Barry, Nann Hilyard and Kerry Pearson  
Other Present: Mary Jo Matousek, Kathy Parker, Dee Brennan, Barb Brooks, Mary Witt, Jim Kregor, Ryan Hebel and Emily Fister
2. Designation of Minute Recorder  
Ms. Fister was designated as minute recorder.
3. Roll Call of Videoconference Sites  
There were no attendees at the other sites.
4. Adoption of Agenda  
Ms. Armstrong moved and Mr. Pearson seconded for the adoption of the agenda and the motion was unanimously approved.
5. Approval of Minutes:  
Mr. Pearson moved and Ms. Hilyard seconded moved for the approval of the minutes of the October 30, 2015 Policy Committee meeting, and the motion was unanimously approved.
6. Policy Committee Chair Report  
There was no report.
7. Draft Social Media Posting Policy  
Ms. Witt reported that as RAILS is increasing its social media presence and encouraging members to post more on our site and Facebook page, Twitter, etc., a social media policy is needed. The policy included in the packet was drafted by our attorneys. There was some discussion about including the definition of a public forum, reserving the right “not to post” versus removing posts, and adding language regarding who is reviewing the posts. Ms. Witt will review the suggestions and present a revised policy at the next meeting.
8. Revision of Fiscal Accountability Policy  
Mr. Kregor presented the changes to the Fiscal Accountability Policy. He said some of the changes reflect changes to the Administrative Rules and the RAILS committee

structure. There are also changes regarding signatures and approvals, fund transfers and a stronger check and balances system.

Ms. Hilyard moved that the Fiscal Accountability Policy be recommended to the full Board for approval. Mr. Pearson seconded and the motion was unanimously approved.

9. Revision of Personal Time Policy

Ms. Brooks presented the revisions to the Personal Time Policy. She said there are no real changes to the policy just some clarifications regarding payout when an employee leaves RAILS. There was discussion regarding language used, terminology and clarification for "last day". The same language is used in other policies. Ms. Brooks will make the suggested changes to the Personal Time Policy and check to see if other changes need to be made in similar policies as well. The revisions will be presented at the next Policy Committee meeting.

10. Next Meeting and Future Agenda Items

The revised Personal Time Policy and the draft Social Media Posting Policy will be presented at the March 25 committee meeting.

11. Adjournment

A motion to adjourn was made at 12:04 p.m.