1. WELCOME AND INTRODUCTIONS
   Dave Barry, President of the RAILS Board called the meeting to order on Friday, September 23 at 10:00 a.m. at the Quincy Public Library in Quincy, Illinois and welcomed all attendees.

2. ROLL CALL OF RAILS BOARD MEMBERS
   Burr Ridge: Lisa Knasiak, Paul Mills, Scott Pointon
   East Peoria: Laura Turner
   Galesburg Public Library: Harriett Zipfel
   Quincy Public Library: Dave Barry, Judy Crocker, Kate Hall, Mary Jo Matousek, Kathy Parker
   Phone: Michelle Simmons
   Absent: Sue Busenbark, Dee Runnels, Dane Ward, Lori Wilcox

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS
   Burr Ridge: Barb Brooks, Mark Hatch, Debbie Baaske, Joe Filapek, Dawne Tortorella, Dan Berg, Ryan Hebel,
   East Peoria: Kendal Orrison
   Galesburg Public Library: John Sayers
   Quincy Public Library: Dee Brennan, Jane Plass, Veronda Pitchford, Anne Slaughter, Brian Smith, Wes Smith, Jim Kregor, Mary Witt, Rose Chenoweth, Emily Fister, Becky Winner, Alicia Smith, Nancy Dolan, Natascha Will, Patricia Tomczak, Melissa DeVerger, Julie Parker, Amy Gee, Ruth Cuthbertson, Deb Aggerett, Greg McCormick
   Illinois State Library: Pat Boze, Jaime Mott
   Videoconference: Rebecca Teasdale

4. PUBLIC COMMENTS
   Ms. Crocker welcomed the attendees to the Quincy Public Library and encouraged all members to look to the Quincy area for employment citing a wonderful community with a great library, great schools, and many job opportunities. Ms. Dolan also added her welcome and thanked the board, members and staff for making the trip and attending the networking event. Ms. Pitchford thanked Ms. Dolan for her assistance with the Career Online High School Program. She said Ms. Dolan introduced her to the general counsel of the Illinois State Board of Education (ISBE) so that a meeting to clarify Career Online High School accreditation in Illinois could be scheduled and questions answered.

5. ADOPTION OF THE AGENDA
   Ms. Hall moved for the adoption of the agenda with the amendment of moving item 8.7 to the first item under new business. Ms. Matousek seconded and the motion was unanimously approved.
6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES
   6.1 RAILS Board Minutes of August 12, 2016 Regular Meeting
   Ms. Hall moved for the approval of minutes of the August 12, 2016 RAILS board meeting; Ms. Matousek seconded and the motion was unanimously approved.

   6.2 RAILS Financial Report
   Mr. Kregor reviewed the financial report for August 2016. He said RAILS received formal approval from the Illinois State Library for the Plan of Service which is part of the Annual Per Capita grant application. Due to the State budget impasse, the amount awarded is the same as last year, $5.8 million. The August 31 unassigned General Fund ($12.8 million) cash and investment balances would fund 13.3 months of operations. The capital projects fund has an additional $3.8 million available. These projections are based upon budgeted FY2017 expenditures. RAILS is over $180,000 below budget, mainly from lower expenditures in all funds, significantly in personnel expenditures due to delayed hiring of new staff and not yet implementing salary increases, which will take effect during September.
   Ms. Parker moved for the approval of August financial report. Ms. Crocker seconded and the motion was unanimously approved.

   6.3 Approval of Expenditures – August, 2016
   Ms. Matousek moved and Ms. Hall seconded that the Check Voucher/Register for August, 2016 in the amount of $ 1,042,402.05 be approved.
   A roll call was taken:
   Ayes:  Dave Barry, Judy Crocker, Kate Hall, Lisa Knasiak, Mary Jo Matousek, Paul Mills, Kathy Parker, Scott Pointon, Michelle Simmons, Laura Turner, Harriett Zipfel
   Nays:  none
   The motion carried.

7. REPORTS
   7.1 Report from the RAILS President
   Mr. Barry said he would discuss the letter from the Heartland Library System later in the meeting.

   7.2 RAILS Board Committee Reports-Committee Chairs
   7.2.1 Consortia Committee
   Mr. Mills reported that the committee had not met but will have a report in October.
   7.2.2 Delivery Committee
   Ms. Parker said the committee does not meet until November and will have a report at that time.
   7.2.3 Executive Committee
   The Committee has not met.
   7.2.4 Policy Committee
   Ms. Hall said the committee met and the reimbursement policy will be discussed later in the agenda.
   7.2.5 System Membership Standards Committee
   Ms. Parker reported that the standards are included in the packet and will be discussed
later in the meeting.

7.3 RAILS Reports

7.3.1 Executive Director Report – Dee Brennan
Ms. Brennan reported that she, Jane Plass and Rose Chenoweth met with Heartland staff and Greg McCormick to talk about the future of Talking Books. All agreed that a collaborative effort is needed to transition the program. She reported that the Board had all received a copy of the letter generated from IHLS (Illinois Heartland Library System), regarding soliciting RAILS members to join SHARE (Sharing Heartland’s Available Resources Equally), the IHLS LLSAP (Local Library System Automation Program). Ms. Brennan said that although RAILS has been more than happy to provide services such as eRead and trustee training to the IHLS members, she is dismayed at this outreach which seems like the systems are competing for members. Mr. Barry said he would like to speak to the IHLS president about the issue. Mr. McCormick said that it is within the Act to cross borders, but that the impact on delivery should be the deciding factor. He said basically it is the decision of the library at the local level.

7.3.2 RAILS Service and Operations Report
Ms. Brennan reported that on Saturday, September 24 a workshop will be held on the Every Student Succeeds Act (ESSA). It is jointly sponsored by RAILS, IHLS, ILA and ISLMA (Illinois School Library Media Association).

7.4 Illinois State Library Report- ISL Staff
Mr. McCormick reported that the budget process for FY17 may continue after the election. The general revenue fund may be reopened for the Illinois State Library. The School APC (Area Per Capita) grants are due October 15 and only 1/3 of those eligible have submitted applications. The Public Library APC applications have not yet been posted, but will be due on January 15, 2017. Mr. McCormick gave a brief report on the ongoing projects and events at the State Library such as the Illinois Veterans History Project and said to contact Sue Burkholder for more information on preserving the oral histories of our veterans. He gave a brief report on the Illinois State Library Advisory Committee (ISLAC) and said that the representation is spelled out in the bylaws. Any vacancies are filled by the Secretary of State with recommendations from ISL staff.

Ms. Simmons left the meeting.

8. NEW BUSINESS

8.7 Evaluating RAILS Services
Ms. Brennan reported that earlier this year when we were giving a report on the RAILS Strategic plan, Dane Ward challenged us to develop a plan to assess the success and impact of RAILS services. Ms. Rebecca Teasdale has left library work to study informal learning and evaluation in the UIUC School of Education. Ms. Teasdale gave a presentation on the various kinds of assessment, tools for how to choose the topics to assess, and collecting and analyzing data. Ms. Brennan said that evaluating RAILS impact will help tell the library story and
articulate what people get from libraries. The board will discuss this topic further at the October meeting.

8.1 Member Changes
Ms. Pitchford reported that site visits are conducted for every potential new member to ensure that they meet the membership criteria. The staff is recommending membership for the Center for Research Libraries (CRL). The CRL is an international consortium of 200 college, university, and independent research libraries across the world that identify and preserve unique and uncommon documentation.

Ms. Hall moved to approve the recommendation for the Center for Research Libraries for full membership and request final approval from the State. Ms. Matousek seconded and the motion was unanimously approved.

Ms. Pitchford reported that RAILS has determined that the ITT Technical Institute has closed their schools in Oak Brook, Orland Park and Arlington Heights. RAILS requests these libraries be recommended for suspension. She said that if the schools were to reopen at a later date, they would need to go through the membership approval process.

Ms. Matousek moved to approve the recommendation for the suspension of the three schools of the ITT Technical Institute and request final approval from the State. Ms. Crocker seconded and the motion was unanimously approved.

8.2 Annual Report
Ms. Brennan reported that the FY 2016 Annual Report was included in the packet. Upon approval it will be sent to the State Library.
Ms Parker moved for the approval of the FY 2016 Annual Report. Ms. Matousek seconded and the motion was unanimously approved.

8.3 Annual Audit
Mr. Berg, partner at Sikich, presented the Annual Audit for FY2016. He said the audit went well and RAILS Staff as usual was very helpful and cooperative. He pointed out the Management letter to the Board of Directors and stressed the “clean” audit rating in the opinion section. RAILS IMRF is so well funded that there are more assets than liabilities which produces a “net pension asset”.

Mr. Mills moved, and Ms. Hall seconded, that the board accept the annual audit as presented. A roll call vote was taken:
Ayes: Dave Barry, Judy Crocker, Kate Hall, Lisa Knasiak, Mary Jo Matousek, Paul Mills, Kathy Parker, Scott Pointon, Michelle Simmons, Laura Turner, Harriett Zipfel
Nays: none
The motion carried.

8.4 Update on system membership standards
Ms. Parker thanked staff for their work on the standards version which was included in the packet and incorporated many suggestions, comments and questions from RAILS members. Ms. Brennan said there many revisions were made due to comments that were posted on the website, including giving the standards “teeth”; how will members get training and a waiver process. She said many of the suggestions were very helpful in developing standards that
were not exclusionary or punitive. Mr. Sayers said that he and Ms. Love are very happy with
the simplified version of the standards. Ms. Pitchford said that she would be happy to walk
through the standards with any member and that she and Ms. Brennan will be taking the
standards show “on the road” and do presentations to different groups. The “teeth” of the
standards will be losing system membership and the services that RAILS provides.

8.5 Educational Benefits Policy
Ms. Hall reported that the policy committee met on Friday, September 9. She said there were
many procedural items that were removed from the policy that the committee thought
should be left to the RAILS staff. The committee recommends adoption of the Educational
Benefits Policy. There was much discussion regarding the reimbursement amounts and the
policy as written which would give some discretion to the Executive Director. Ms. Hall said
the flexibility given to the Executive Director was intended to mirror the changing demands
that could occur year to year with the requests for reimbursement.

Ms. Hall moved for the approval of the policy as presented with the correction of the
typographical error. Mr. Pointon seconded and a roll call vote was taken:

Ayes: Dave Barry, Judy Crocker, Kate Hall
Nays: Lisa Knasiak, Mary Jo Matousek, Paul Mills, Kathy Parker, Scott Pointon, Laura Turner,
Harriett Zipfel
The motion failed.

Mr. Pointon left the meeting.

Ms. Parker moved for the approval of the policy omitting the bullet statement
“reimbursement will not exceed the actual cost of tuition” and omitting the word “generally”
from the bullet statement “generally, reimbursement will not exceed 50% of the cost of class
tuition”; Ms. Matousek seconded, a roll call vote was taken:

Ayes: Dave Barry, Judy Crocker, Kate Hall, Lisa Knasiak, Mary Jo Matousek, Paul Mills, Kathy
Parker, Laura Turner, Harriett Zipfel
Nays: none
The motion carried.

8.6 Multitype collaborative grants discussions
Ms. Brennan reported that Ms. Turner has suggested the idea of RAILS providing grants for
multitype collaborative projects which would encourage libraries of different types to work
together. Ms. Baaske said that staff is working on criteria for the grant project. They are
proposing two grant periods within this fiscal year with a max grant amount of $2500. Mr.
Filapek said they will be looking at types of programs; impact on communities; sustainability
beyond a single event or program; a replicable program, and geographical diversity. The grant
program will be a subject for the member update next week, as well as at the ILA conference
in October. Ms. Turner said she looked online for different types of library collaborations and
did not see much. She thanked the staff for the work thus far, and sees this as an innovative
program for libraries.

8.8 Proposed changes to RAILS operations report (discussion only)
Ms. Brennan highlighted her memo regarding proposed changes to the operational report.
Ms. Hall suggested that the questions and responses related to interlibrary loan, non-resident
and consulting issues be included in e-news as she often shares these topics with colleagues.
9. **UNFINISHED BUSINESS**  
   There is no unfinished business to discuss.

10. **BOARD DEVELOPMENT**  
    Mr. Barry reported that Dee Brennan has won the Illinois Library Association’s coveted Atkinson Memorial/Demco award! He said that Dee’s qualifications and commitment to libraries makes RAILS a better organization. The award honors sustained activity and contributions having a lasting impact on librarianship. Dee will accept the award at the Illinois Library Association conference at a luncheon on Tuesday, October 18 in Rosemont.

11. **RAILS BOARD MEMBER REPORTS**

12. **AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING**  
    Further discussion on the RAILS evaluation process presentation by Rebecca Teasdale. The October Board meeting will be held at 1:00 p.m. at the RAILS service center in Coal Valley. A networking event and lunch will be held at 11:30 a.m. in Coal Valley.

13. **ADJOURN**  
    A motion to adjourn was made at 12:48 p.m.

*Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.*