

**Board of Directors Meeting - FY24, Q3
Tuesday, 30 January 2024, 2 – 4 PM
Via Zoom**

MINUTES DRAFT

Governance:

Voting: Alissa Williams (Board President), Jenny Sevier (Board Vice President), Genna Buhr (Board Treasurer/Secretary, Jeff Brooks, Jane Easterly, Larissa Good, Bobbi Mock, Rebecca Seaborn, Elizabeth Wild, Beth Duttlinger (Users Group Chair)

Tie-Breaking Vote Only: Kendal Orrison (RSA Executive Director)

RSA Staff (non-voting): Antony Deter, Patty Kweram (minutes)

Agenda:

1. Welcome and Call to Order (President) 2:03 pm
 - 1.1 Board role call (note taker)
 - 1.2 Review, **MOTION & APPROVE** agenda

Motion by J. Sevier, seconded by B. Duttlinger

**THE RSA NFP BOARD OF DIRECTORS AGENDA WITH AMENDMENT TO 4.2
FOR 30 JANUARY 2024 BE APPROVED.**

Motion carried by unanimous vote

- 1.3 Review, **MOTION & APPROVE** minutes from 31 Oct 23

Motion by G. Buhr, seconded by L. Good

**THE RSA NFP BOARD OF DIRECTORS MINUTES FROM 31 OCTOBER 2023
BE APPROVED.**

Motion carried by unanimous vote

2. Financial Overview & Executive Director's Report (RSA ED)

- 2.1 Quarterly financial review

No questions.

Uninvested capital assets after last audit: \$4.9 mil in bank, 786k in rebates.

Propay receipts: We can tell when Mobile catalog was turned off. About 50% of user payments are through app. \$1500 in payments in October. \$777 in payments in December.

Sirsi is in daily talks with Solus to get old app online until new app is ready.

- 2.2 ED Report review and questions

- 2.2.1 Membership Updates

Farmer City is fully up and running with circulation and holds. Need to finish ADML setup. They need to update old IDs with new IDs. Overdrive will then turn on with new IDs. Everyone else is done.

ROWVA elementary is on.

Updating Independence page on support site: Don't want confusion with old doc vs new docs. New pages have been added. Old docs are collapsed, current will be visible. KO will link individually to documents on the page. Will also have downloadable pdfs.

Communications package will be one big pdf. Governance and fee structure documents combined.

2.2.2 Staffing Update

2.2.3 Running a revised policy by UG for approval and two new procedures.

- Children of Multi Households Procedure
- Renewals & Hold Shelf Limits Policy & Procedure

2.2.4 System and Project Updates

On 2/13/24 James will be in Springfield to upgrade to the new firewall.

Web services upgrade at 11:30 pm (prior to Symphony upgrade in mid-March).

Symphony down for about an hour overnight.

RSACat enhancements coming, mostly about new item carousels. Burning up credits at end of contract period. Librarians Recommended list – Can see in catalog already. Example in package.

2.2.5 Future Board Meeting Dates POST III

We may need a short meeting at end of February to finalize documents. 2/27/2024 at 10:00 am. KO will send invite.

2.2.6 Taxes Signed and Mailed off – e-versions available to review.

Taxes are done. G. Buhr will sign tax form and then will mail.

2.2.7 RSA Annual Themes Updates

3. **Appoint Nominating Committee for New RSA Board Elections in June (AW)**

3.1 “The Board shall appoint a 3 person nominating committee to actively recruit a slate of candidates starting in February of each year.”

Nominating committee cannot run for the board. They can be from the same library as candidate. If you are not running again, you can be on nominating committee. Discussed reaching out and personally inviting people to be on nominating committee.

3.2 Publicize with \$1,000 rebate.

The nominating committee is just building the slate for the board. They need to know about the \$1k rebate, OMA training, in-person meeting requirement, board member responsibilities, and plan to sign IGA. Kendal can post to the listserv for the nominating committee.

3.3 First Board has 1, 2, 3, and 4 year terms. They don't have to fill a full 4 year position.

3.4 Need full slate by 24 May – All must have signed IGA to run. Cutoff to have the full slate is 5/24/2024.

3.5 Election runs first two weeks of June.

3.6 POST election, poll new Board for best days/dates/times for Board meetings for all of FY25.

4. **FY25 Budget Review & Approval (KO)**

4.1 FY25 Budget changes since August meeting

The budget is different from budgets in the past. We follow different rules (GASB) for FY25 budget. Their auditor said we don't have to show RAILS grant money on the budget. We need a publicly released budget because we will be a government agency.

4.1.1 Updated RAILS costs

RAILS costs: FY24 costs and FY25 projected costs. We true-up in July for actual costs. We use this to figure FY26-FY29 costs.

4.1.2 Updated member fee sheet to greater of 3% or \$150 increase & added RAILS Grant \$.

4.1.3 Small updates in the expenses to match actual bills between Nov and now.

4.1.4 Updated the individual invoice page with new ADML, EnvisionWare, eRC costs.

• Questions/Discussion

- When we are independent the total cost is \$50k for facility? Not sure if we will stay on copier lease. Board will need to discuss paying that much for rent if staff is coming in just one day a week. Each team in 2 days a week might be better use of space. Each supervisor has an office. 8 desks in shared staff room, divided by walls. All catalogers on one wall, MS and systems on one wall. It can be noisy when on the phone. We need an office for a mailing address, need a locked office for financials and check deposit machine. We need space to work as a team. Does the space support all being there every day? Staff wouldn't like it. Would need decent noise-canceling headphones. Issue is being on the phone or on a zoom meeting. We have 2 collab rooms for quiet work or workshops. We also have conference room. We could get everyone in building 5 days week if needed.
- Should we be in eRead IL? Budgeted at \$77k, doesn't include 30% rebate – so it costs \$54k to be in eRead IL.

- KO: there will be changes in the FY26 budget due to staff. After 2026, will be looking at possible ILS system migration.

4.2 **MOTION & APPROVE** FY25 BUDGET

Motion by J. Brooks, seconded by B. Duttlinger

THE RSA NFP BOARD OF DIRECTORS FY25 BUDGET BE APPROVED.

Motion carried by unanimous vote

5. Last Users Group In-person / zoom Hosted by Galesburg?

J. Easterly volunteered her new facility to host the last official Users Group meeting on Thursday, May 9, 2024, at 1:00 pm. We are hoping with snacks and a nice facility we can get people. We can come early if there are questions, or anyone needs to sign IGA then.

5.3 Test Meeting Owl in larger location with bigger crowd

5.3 Tour the new Galesburg Library. Fondulac and PPL offered as backup locations for UG meeting.

6. Executive Committee / RSA Independence Project (RIP) Meeting(s) Recap & Discussion

6.1 Review of topics not covered below at 5 Dec and 9 Jan meetings (see minutes)

6.2 ~~Anna~~ (Amanda) Standerfer Consulting update from 9 Jan meetings

They finalized an FAQ.

7. Review, Discuss, Approve Final Governance Drafts for Users Group

7.1 IGA (no changes)

7.2 Bylaws (clarification changes)

7.3 Revised New Board Makeup/Election Cycles & Revised RSA Regions Map

7.4 New Board Code of Ethics & Board Roles and Responsibilities docs

7.5 RSA Decision-Making Breakout (no changes)

Executive committee has already approved all of these. Any questions? Fixed some typos.

7.6 **MOTION & APPROVE** all final drafts to forward to UG for presentation.

Motion by J. Brooks, seconded by G. Buhr

THE RSA NFP BOARD OF DIRECTORS FORWARD FINAL DRAFTS TO UG.

Motion carried by unanimous vote

7.7 Review and comment on all Communications Package documents

2009 vs current basic online shows why we are getting rid of that membership level.

Infographic made by RAILS – needs to be a .pdf. Will convert all to .pdf but also link to individual files. Value of RSA membership needs the most work. The document What to Do If My Library Leaves RSA needs better formatting.

RAILS and RSA - What are differences? – add governance and leadership opportunities.

8. Review, Discuss, Approve Public & Non-Public Fee Structures

8.1 RSA Fee History 2005 – 2025

KO will change CPI increase number. \$1.60 will stay the same.

8.2 Review and discuss both fee spreadsheets.

Discussed New fee model non publics with date. 70% of fees go to publics but only 30% of grants received from publics. Schools bring in more grant money than publics. Shows 4 years of phase-ins starting in FY26.

8.3 Review Fee Structure Support Documents

8.3.1 'Release' version of fee sheets with only 'required' data for fee structure.

8.3.2 Functionality by Membership Level Overview w/ 2007 Basic Online added

McLean Hist Society will be the only union listing library. The other 3 union listers need to be upgraded to online or leave RSA. Olympia and IVC schools got manual adjustments in fees. Basic online with branch get larger increase. They had been underpaying fees. Going forward there is no basic level. Everyone has access to everything in the system starting 1 July 2024 (except McLean County).

We are ramping up library visits, both Member Services and cataloging visits.

8.3.3 RSA fee History document

8.3.4 FY25 – FY29 RSA Rebate to Members document

8.3.5 Ranking spreadsheet for Publics & Ranking spreadsheet for Non-Publics.

8.3.6 Fee Model Methodology document

8.3.7 Online Fee Calculator for Members

The fee calculator will be on website for publics and schools.

These amounts are good through FY 29. For FY30 we will look at the budget.

Public Model Fee structure discussion

Population fee based on 2020 census data. Using 3 year rolling average of circulation, items, users.

A couple of libraries have manual adjustments. No library should go down in price.

Should stay the same plus 1% increase.

In FY 29 we'll know our costs for FY30. We may need to rework fee structure then.

- KO has been trying to get a new fee structure for 18 years.
8.3.8 Symphony Solo Sample Costs from SirsiDynix & RSA Value of Membership
8.4 **MOTION & APPROVE** both fee structures and Support Docs to UG for presentation.

Motion by J. Sevier, seconded by G. Buhr

THE RSA NFP BOARD OF DIRECTORS APPROVE FEE STRUCTURES AND SUPPORT DOCS TO UG.

Motion carried by unanimous vote

9. If time: Discuss Updated New RSA Logo Design & Provide New Direction

Executive Committee asked us to put brakes on new logo so the new board could think about the direction. Thinks RSA logo targeted to members while RSACat is targeted to the public. If we need something 1 July 24, Kendal using current RSA without NFP or Engaged Effective Efficient. Designer chose “S” for sharing as “target letter”. Gave them direction to not use certain colors (like colors used by RAILS, SHARE, PrairieCat). The RSACat name might be replaced, it can be called anything. RSA will still be called RSA. The 2 logos are separate projects. Said they would like a little more time for this decision. We had not planned on renaming new mobile app. Can overlay old app with new app. Not looking to rebrand catalog yet. At library level we will want to have focus groups with patrons to see what they think. Since the transition happens in July we need to have the new board discuss after June. Table until July 2024 for the new board.

10. Closed Session *if needed* – Treasurer/Secretary notetaker

No Closed Session.

11. President’s Time, Other Board Business, Discussions, Adjournment (President)

Upcoming Board Meeting Dates: 2 - 4 PM on Zoom unless otherwise noted.

Feb 27, 2024, 10:00 am

Quarterly Board meetings for FY24

- 30 April

Full Board Holding Dates, if needed. Otherwise, these are the Exec Comm dates.

- 12 March - 10 AM – Noon (updated time)
- 2 April
- 4 June
- Note: Additional meetings scheduled as workload or approval votes are required

Fee Structure meetups – KO wants a board member at each:

2/12 Brown County Richard 10 am
2/15 Fondulac Genna 10 am hybrid
2/19 Farmington Rebecca 10 am
2/21 Viola Larissa 10 am
2/23 Chenoa Jeff 1 pm hybrid
4:51pm adjourned by Alissa W.

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.