

**Board of Directors Meeting FY24, Q4 No2
Tuesday, 4 June 2024, 2 PM**

Minutes

Governance:

Voting: Jenny Sevier (Board Vice President), Genna Buhr (Board Treasurer/Secretary), Mary Aylmer, Jeff Brooks, Jane Easterly, Larissa Good, Bobbi Mock, Elizabeth Wild, Beth Duttlinger (Users Group Chair), Richard Young (Users Group Vice Chair)

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

RSA Staff (non-voting): Sara Naslund (minutes), Antony Deter

Absent: Alissa Williams (Board President), Rebecca Seaborn

Agenda:

1. Welcome and Call to Order (Vice President) 2:04pm

1.1 Board role call (note taker)

2. Consent Agenda (Vice President)

2.1 Adoption of the agenda

2.2 RSA NFP Board of Directors Minutes of 30 April 2024 (regular meeting)

2.3 Approval of disbursements - April 2024

2.4 Review, MOTION & APPROVE consent agenda

Motion Moved by G BUHR , seconded by B MOCK

THE RSA NFP CONSENT AGENDA BE APPROVED

Motion carried by unanimous vote

3. Financial Report (ED)

3.1 April Board Financials

3.2 Revised RSA FY25 Budget preview

Through 31 May 2024. Revisions of the budget because previous header had wrong logo, needed to remove withdrawing members, and a couple other minute updates like removing the old membership levels and per level fee. The new Board will need to approve this document in July. Withdrawing members kept in historical member payments information.

4. Independence Updates

4.1 Signed, known withdrawing, & unsigned libraries.

Up to 124 signed members

4.1.1 Help contacting the unsigned

- Unsigned libraries: Dominy Memorial PL, Forman Valley PL, Mason Memorial PLD, North Pike PL, New Windsor PL, Spoon River LD, Virginia Memorial PL, Deer Creek-Mackinaw CUSD, Eureka CUSD, St. Marks Catholic School
- Confirmed withdrawals: Canton CUSD, Farmington Central CUSD, Heyworth CUSD, Olympia CUSD, Pleasant Plains CUSD, West Central CUSD

4.2 Legal Update, if any

Will need to file taxes for FY 2024. Are still tax exempt and should not change our EIN. Will need to file paperwork with the State of bylaws and documentation. Will need to have another meeting in late June/early July with new Board to document check signers to take to the bank.

4.3 IT infrastructure updates – Simplelists & new help desk search

Testing new HelpDesk options. Salesforce and Zoho

5. Updates on New Board Election Process

Form works now. As of this moment we have 34 votes.

6. New Business (Vice President)

6.1 Review, MOTION & APPROVE merged Patron Registration Policy and Patron Card Policy

Patron Registration Policy was basically smashing two older policies together and updating an older policy.

Patron Card Policy discussion of teacher card vs TEACHER-PL card. Updated wording to “School library cards are to be used only at the issuing school facility. Those with school library cards may also be eligible for a public library card associated with their residential address.”

Discussion of Reciprocal borrower information.

Link Cards4Kids and Cards4Vets information.

Patron Card Policy tabled until next board meeting.

Change “in your library district” to “in your library service area”

Address standard: Remove extra space in phone number

legal first and last name, middle name or middle initial (if applicable)

Motion Moved by G BURH, seconded by L GOOD

THE PATRON REGISTRATION POLICY BE APPROVED WITH REVISIONS

Motion carried by unanimous vote

7. Unfinished Business

7.1 Review, MOTION & APPROVE forwarding of Proposal for Office Utilization to new Board

Proposed start Sept. 3rd as post Labor Day.

This is simply a proposal. New Board would not receive “next steps” section. Discussion with RAILS HR would need to be had first along with remote work agreements. Which may move start date.

This document is only good for FY25 because FY26 we will be RSA employees so it will follow employee handbook.

Motion Moved by E WILD, seconded by R YOUNG

THE FORWARDING OF THE PROPOSAL FOR OFFICE UTILIZATION BE APPROVED WITH REVISIONS

Motion carried by unanimous vote

~~8. Closed Session *if needed* – Treasurer/Secretary notetaker~~

~~9. President’s Time, Other Board Business, Discussions, Adjournment (Vice President)~~

~~9.1 Set date in late June for final wrap-up meeting (Doodle Poll)~~

~~Adjournment 3:45pm~~

Minutes compiled by:

Sara Naslund

RSA Member Services Coordinator