



**RSA BOARD MEETING MINUTES**  
**Wednesday, 17 July 2024 | 11:00 AM**  
**Lillie M. Evans Library District, 207 N Walnut St, Princeville IL**

**1. Welcome and Call to Order [Executive Director]**

K Orrison, Executive Director, called the meeting to order at 11:01am on Wednesday, 17 July 2025, at the Lillie M. Evans Public Library in Princeville.

**1.1 Roll call of RSA Board Members at meeting location [Note Taker]**

B Duttlinger, Y Lambert, L Good, J Jackson, T Sisco, A Shaffer, L Keyes, C Boehlke and C Lau

**1.2 Board Electronic Attendance Policy (action requested)**

L Keyes moved for the approval of the Board Electronic Attendance Policy, C Boehlke seconded and a roll call vote was taken. Motion unanimously approved.

**1.2 In person quorum motion allowing members to participate via video if they meet OMA rules preventing physical attendance (action requested)**

Zoom participation sites:

Richard Young - Brown County Public Library – 143 W Main St, Mt. Sterling, IL 62353

Genna Buhr - Fondulac Public Library – 400 Richland St, East Peoria, IL 61611

Bobbi Mock - Illinois Veterans Home – 1707 N. 12<sup>th</sup> St, Quincy IL 62301

**1.3 Roll call of RSA Board Members participating at Zoom sites [Note Taker]**

R Young, B Mock, G Buhr

**1.4 Board introductions and brief biography statements**

**2. Board Election [Executive Director]**

**2.1 President (1 year term – next election FY26)**

G Buhr Unanimous

**2.2 Vice-President (2 year term – next election FY27)**

L Keyes & R Young (paper ballot vote)

R Young selected

**2.3 Treasurer (2 year term – next election FY27)**

B Duttlinger Unanimous

**2.4 Secretary (1 year term – next election FY26)**

A Shaffer Unanimous

B Mock moved for the approval of the presented officer candidate slate finalized by RSA Board Member vote, L Good seconded and a roll call vote was taken. Motion unanimously approved.

**3. Recognition of guests, public comments, and announcements**

**3.1 Public Comment at RSA Meetings Policy (action requested)**

J Jackson moved for the discussion of the Public Comment at RSA Meetings Policy, R Young seconded. Motion unanimously approved.

Changes in the wording to the Public Comment and Time Allocation sections. Additions were suggested for Item #3 and Procedure Item #2 to make policy OMA compliant.

Section titled Agenda Additions was removed.

J Jackson moved for the approval of the Public Comment at RSA Meetings Policy, with revisions as discussed, R Young seconded and a roll call vote was taken. Motion unanimously approved.

**Floor opened for public comment:**

- 3.2 In person – n/a
- 3.3 Brown County PL – n/a
- 3.4 Fondulac DL – n/a
- 3.5 Illinois Veterans Home – n/a

**4. Consent agenda (action requested)**

- 4.1 Adoption of the Agenda
- 4.2 Review 25 June 2024 RSA NFP Board meeting minutes
- 4.3 Approve RSA Board Financial Report / Check Register for May 2024

B Duttlinger moved for the approval of the RSA NFP Consent Agenda, Meeting Minutes and Financial Reports, L Keyes seconded. A roll call voted was taken. Motion unanimously approved.

**5. Reports**

**5.1 Executive Director’s Report [Executive Director]**

Discussion of RAILS LLSAP Grants, FY26 grant paperwork and updates to library statuses as membership levels were dissolved.

**5.2 Cataloging Department Report [Executive Director]**

Cataloging Dept is happy to come to individual libraries to conduct a cataloging site visit. Please contact us.

**5.3 Operations Department Report [Operations Manager]**

Ops Dept is busy working on Parameter Parties with libraries in the Eastern region. 1 is fully completed, 8 are in progress, 9 are scheduled and we are waiting to hear back from 8 libraries. The Operations Manual is fully completed and ready to be posted on the website.

**5.4 Directors Advisory Committee [President]**

N/A as not yet been appointed.

**7-minute break 11:50-11:57**

**6. New Business**

**6.1 FY25 Board Meeting Calendar (action requested)**

B Duttlinger moved to open discussion on the RSA Board Meeting Calendar, C Boehlke seconded and a roll call vote was taken. Motion unanimously approved.

***JAN 2 MOVED TO JAN 9***

- 1 AUG FONDULAC***
- 5 SEPT DANVERS***
- 3 OCT PRAIRIE SKIES PLEASANT PLAINS***
- 7 NOV DUNLAP***
- 9 JAN RSA***
- 6 FEB WCPL***
- 6 MAR BROWN CO***
- 3 APR LILLIE M EVANS***
- 5 JUN CARLOCK***

**6.1.1 Board Meeting Schedule Poll Results**

**6.2 Pass-through Board Policies (action requested)**

**6.2.1 Board of Directors Makeup**

**6.2.2 Board of Directors Roles and Responsibilities**

**6.2.3 Board of Directors Code of Ethics**

**6.2.4 RSA Governance Decision-Making Breakout**

C Boehlke moved for the approval the Board of Directors Makeup, Roles and Responsibilities, Code of Ethics and Governance Decision-Making Breakout, C Lau seconded and a roll call vote was taken. Motion unanimously approved.

**6.3 Fiscal Accountability Policy (action requested)**

Check signers are G Buhr, J Jackson, B Duttlinger & L Keyes.

Edits were made to change formatting and grammatical errors/typos.

L Keyes moved for the approval of the RSA Fiscal Accountability Policy with revisions as discussed, B Mock seconded and a roll call vote was taken. Motion unanimously approved.

**6.4 Board FOIA Policy (action requested)**

Questions were raised regarding the listing of names within the organizational structure instead of listing job titles. Grammatical changes were made and questions were raised as to whether or not a FOIA specific email address should be created that would go directly to K Orrison and A Deter.

L Keyes moved for the approval of the RSA Board FOIA Policy with revisions as discussed, J Jackson seconded and a roll call vote was taken. Motion unanimously approved.

**6.5 FY25 Budget (action requested)**

RSA FY25 budget sheet included in Board packet with income and expenses. Original budget was approved by RSA NFP board. Budget was slightly reworked to adapt to change in structure. Questions were raised about 6 Associate RSA Members listed on budget. Those libraries are in ADML group billing, but not RSA Members. Questions were raised about pursuing those libraries who withdrew from RSA. No. They dropped due to pricing concerns.

B Duttlinger moved for the approval of the RSA FY25 Budget, Y Lambert seconded and a roll call vote was taken. Motion unanimously approved.

**6.6 Complete OMA training by 30 July - <https://foipac.ilag.gov/> (reminder)**

Board members need to retake training or send A Deter completion certification.

**6.7 Board Annual Workplan (discussion only)**

Meeting schedule not expected to vary greatly from year to year. We do not, as of July 2023, have a strategic plan. Transitioning to full independence is our current strategy.

**6.8 Directors Advisory Group Setup (action requested)**

**6.8.1 Solicit and Appoint 5 Library Directors & 1 Board member - Board President**

G Buhr appointed as board president. May solicit volunteers from those who ran for Board positions but are not on current board. B Mock and L Keys expressed interesting in filled the other Board position. Will meet 4 times a year with a standard 2-year commitment, but ½ of the initially appointed Directors will serve 1 year terms to ensure rotation of positions.

**6.8.2 Schedule Quarterly In Person Meetings (Quorum of 4)**

**7. Unfinished Business**

**7.1 From RSA NFP Board: Joint Board and RSA staff social event (action requested)**

Question was raised as to whether or not this could wait until the Board meeting in Jan that is scheduled for the RSA Office. G Buhr offered the Fondulac District Library after the August Board meeting. Was agreed meeting in August would be best.

**7.2 From RSA NFP Board: Proposal for Office Utilization (action requested)**

B Duttlinger moved to discuss the RSA Proposal for Office Utilization, R Young seconded.

Discussion of use of office space, staff's general feelings and reasoning behind policy were discussed.

J Jackson moved for the approval of the RSA Proposal for Office Utilization, C Lau seconded. A roll call vote was taken. Motion unanimously approved.

### **8. Board & Member Library Development (discussion only)**

#### **8.1 What training, system or RSA staff explanations would you like in future meetings?**

Nothing at this time.

#### **8.2 Board Member Comments or Projects in your library**

L Keys asked for more information on how other IL consortia work as possible information for future meetings.

### **9. Additional Public Comments**

There were no public comments.

### **10. President's Time, Agenda building for 1 Aug 2024 meeting**

Board of 12, quorum is 7, majority is 4. Is it discussion of RSA Board business or just RSA business? Asking questions as a member of RSA is fine, it must pertain to your library specifically and not RSA wide.

If you drove to this meeting – fill out the Mileage reimbursement form. Can fill it out online. You can also “donate” your milage.

Please do not Respond ALL to emails.

### **11. Adjournment**

G Buhr adjourned the meeting at 1:50pm.

Minutes compiled by:

Sara Naslund

RSA Member Services Coordinator

Minutes Approved by:

Amanda Shaffer

RSA Board Secretary