



**RSA BOARD MEETING MINUTES**  
**Thursday, 1 August July 2024 | 10:00 AM**  
**Fondulac PLD, 400 Richland St., East Peoria IL 61611**

**1. Welcome and Call to Order [President]**

G Buhr, Board President, called the meeting to order at 10:01AM on Thursday, 1 August 2024, at the Fondulac District Library in East Peoria.

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

B DUTTLINGER, A SHAFFER, T SISCO, C LAU, C BOEHLKE, R YOUNG, J JACKSON, G BUHR, B MOCK, L GOOD, Y LAMBERT (10:03) and L KEYES (10:05)

**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: N/A

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

N/A

**2. Recognition of guests, public comments, and announcements [President]**

**2.1 In person :** E LAUGHLIN (RSA), A DETER (RSA), S NASLUND (RSA), K ORRISON (RSA) AND J CAMPBELL (RSA)

**2.2 Zoom Locations:** N/A

**3. Agenda (action requested) [President]**

B Duttlinger moved for the approval of the consent agenda with revisions to wording in minutes, B Mock seconded and a vote was taken. Motion unanimously approved.

**4. Consent agenda (action requested) [President]**

**4.1 Approve 17 July 2024 Board meeting minutes**

Agenda item 2: reword "appointed" to "selected", corrected motion wording.

**4.2 Approve Financial Report for June 2024**

**4.3 Approve Check Register for June 2024**

**4.4 Review unaudited financials for FY24**

**5. Reports**

**5.1 Executive Director's Report [Executive Director] K ORRISON**

K Orrison received an email from RAILS about the 2025 LLSAP Support Grant. Grant needed amendments due to RSA not filling open position. Budget will not be updated due to previous approval.

K Orrison asked Board what would they like from Executive Director report? RSA was under budget this year. Library invoices will start going out in August. SirsiDynix contract expires end of Jan 2025. Discussion of RSA website and email hosting. Question was asked about future payroll, HR and benefits for staff. K Orrison is speaking with other consortia to see what they use/how they handle these. Board would like to see some PR documentation that show return on investment type information. RSA had just started working on this. Discussed Cyber Insurance. RSA is in the process of setting up beta testing for RSAcat Mobile 2 product. Will be looking into website accessibility. As a product of Parameter

Parties, several libraries have expressed interest in automatic renewals, how that works and what it means for libraries and patrons.

Suggestions for additions to the Executive Director report included staff updates/anniversaries.

If RSA does something patrons will see, it will be included in the Executive Director report.

Anything else will go into department reports.

### **5.2 Cataloging Department Report [Cataloging Supervisor] E LAUGHLIN**

Starting in Sept. the basic cataloging workshop will go from 3 days/6hrs to 1 day/4hrs. Starting in 2025, we will be offering quarterly in person meetings at libraries. RSA Cataloging Chats will be starting to replace Database Meetings. CMC is working on the backlog – just over 1000 left until all completed. We upgraded just under 900 brief records since May. Tri County LP CO-OP now has a procedure. Blank Item Cat 6-10. should default to UNDEFINED. Libraries who have BLANK values are easily found via Item Group Editor so it can be fixed.

### **5.3 Operations Department Report [Operations Manager] A DETER**

16 Eastern Region Parameter Parties taken place. 9 Southern Region signed up. 78 generated case relating to Parameter Parties. Will turn this into a 3-year rotation. The Operations Manual is now available on the support site. Paper copies are being sent to the school libraries. Document index currently has 310 documents. Operations manual is meant to be a staff supplement and make it easier to find and access documents, not replace staff.

### **5.4 Directors Advisory Committee [President]**

#### **5.4.1 Need One Board & Five Library Directors to fill (action requested)**

G Buhr is working on reaching out and getting people appointed. Want to ensure the committee is diverse. 5 of 7 seats confirmed.

B Mock from Illinois Veterans Home (board member), R Yelverton from Peoria Public Library, R Ballenger from Towanda District Library, A Gee from Carthage Public Library. Waiting for confirmation from C Maxwell from Kewanee Public Library and left messages with school librarian.

#### **5.4.2 Months, Days, Times, Locations (action requested)**

Will set up schedule once everyone has confirmed, then have first meeting. Committee will meet in person and other directors will be invited and can Zoom in and add comment.

## **6. Unfinished Business [President]**

### **6.1 From RSA NFP Board: Marketing & Logos (discussion only)**

#### **6.1.1 RSA internal logo redesign for members vs RSAcat rebranding for patrons**

Looked at Dec/Jan and tabled it. We have a lot of other things to do, add this on the long-range planning list. Would like to table this until next August.

## **7. New Business [President]**

### **7.1 Homosaurus Cataloging Policy (action requested) [Cataloging Supervisor]**

B Duttlinger moved for the approval of adding Homosaurus supplemental vocabulary to catalog, C Boehlke seconded and a vote was taken. Motion unanimously approved.

No additional work from lib staff required. Is to be used in addition to Library of Congress standards. We use supplemental databases for other genres as well. Board approval would protect libraries from patron complaints since Board approved use of terms.

### **7.2 Patron Card Policy (action requested) [Operations Manager]**

J Jackson moved for the approval of discussion of the Patron Card Policy, A Shaffer seconded. Earlier version brought to Board and it was returned for further review. Last update 11 years ago. Updated policy to match Illinet code on taxpayers and IL library card holders.

Added a line that defines what Home Library means. It is a state statute that if a patron with a valid IL lib card comes in, you cannot turn them away. Adjusted wording to reflect this. Grammatical and wording changes discussed and changed.

Y Lambert moved for the approval of the Patron Card Policy with amendments as discussed, R Young seconded and a vote was taken. Motion unanimously approved.

**7.3 Board's Relationship with & Outreach to Member Libraries (discussion only)**

**7.4 Member Library Engagement (discussion only)**

Discussion on items 7.3 & 7.4 moved to next agenda

**7.5 Organizational Goals and Targets (discussion and action requested)**

J Jackson moved to discuss the preapproval to hire outside consultants, L Keyes seconded.

**7.5.1 IT Infrastructure – Hire outside consultant**

**7.5.2 Staff Benefits – Hire outside consultant**

**7.5.3 Payroll, HR, etc. – Hire outside consultant**

RSA has money in budget to hire outside consultants. K Orrison would like permission to work on a contract and get someone hired as long as contracts in total don't go over budget line, as we need to.

R Young moved to approve permission for K Orrison to contract outside consultants for IT Infrastructure, Staff Benefits and HR and Payroll, with contracts not to exceed approved budgeted amount, B Mock seconded and a vote was taken. Motion unanimously approved.

**8. Board & Member Library Development (discussion only) [President]**

**8.1 Board Member Comments or Projects in your library**

Dunlap Public Library Friends group now finally a 501C3.

Henderson County PL installing the Memorial Music Garden (outdoor instruments kids can play)

Prairie Skies Public Library District has new solar panels installed.

**9. Additional Public Comments**

N/A

**10. President's Time, Agenda building for 5 Sep 2024 meeting at Danvers TL**

N/A

**11. Adjournment**

R Young moved to adjourn, L Good seconded.

Meeting adjourned at 12:19pm.

Minutes compiled by:

Sara Naslund

RSA Member Services Coordinator

Minutes Approved by:

Amanda Shaffer

RSA Board Secretary

