



RSA BOARD MEETING MINUTES
Thursday, 5 September 2024 | 11:00 AM
Danvers Township Library | 117 E Exchange St, Danvers, IL 61732

Agenda:

1. Welcome and Call to Order [President]

G Buhr, Board President, called the meeting to order at 11:12am on Thursday, 5 September 2024, at the Danvers Township Library.

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

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

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

Zoom participation sites:

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

K Orrison (RSA), A Deter (RSA), S Naslund (RSA)

2.2 Zoom Locations

S Swanson (RAILS Financial Supervisor), E Mendoza (RAILS Accountant)

3. Agenda (action requested) [President]

B Mock moved for the approval of the consent agenda, J Jackson seconded and a vote was taken. Motion unanimously approved.

4. Consent agenda (action requested) [President]

B Duttlinger moved for the approval of the consent agenda, L Keyes seconded and a vote was taken.

Roll call vote taken. Motion unanimously approved.

4.1 Approve 1 August 2024 Draft Board meeting minutes

4.2 Approve Financial Report for July 2024

4.3 Approve Check Register for July 2024

E Mendoza shared screen of Financial Overview: Basis of Accounting and Financial Statements. Covered financial documents included in Board Package.

Additional financial report deemed unnecessary.

Question from L Keyes asked question about Budget Line In-State vs Out of State travel. S Swanson stated that budget line split comes from the State Library.

Nothing further from RAILS Finance department. Departed meeting at 11:34am.

5. Reports

5.1 RAILS Finance Review of Financial Packet [RAILS Finance] K Orrison

July Board Package ED report is an overview of the RSA Bank Account information St. Marks CUSD confirmed they are withdrawing from RSA. They didn't sign the IGA and have new staff.

In early October, the 13 libraries and branches that withdrew from RSA by not signing the IGA will have their patrons and items will be removed from the system.

We are tracking libraries that will likely be dropping at the end of the fiscal year.

Most likely ROWVA CUSD, AC Central CUSD, Quincy Notre Dame CUSD, Stark Co CUSD and East Peoria CUSD.

Creve Coeur Jr High, Hamilton Public Library and potentially Camp Point PL and Warsaw PL are all interested in joining. Hamilton PL will be applying for automation grant.

5.2 Executive Director's Report [Executive Director] K Orrison

Staff anniversaries:

June: Antony Deter 1 year.

July: Lisa Schemensky 7 years.

August: James Campbell 13 years.

Patty Kweram 6 years.

Sara Naslund 5 years

September: Kendal Orrison 19 years.

Started staffing office 5 days a week this week.

Progress has been made with IMRF. LIMRiCC is currently making some changes, so we are waiting for more information from them. Having trouble finding someone to help with HR consulting.

Interactive BCA dashboards are up and running.

FY24 annual report: included in board package.

BlueCloud Mobile2 is in process.

16 Libraries are interested in autorenewal process.

Website Accessibility – RAILS Board is actively looking into those standards. SirsiDynix rolls new accessibility options into their updates. Can add banner to website that says “we are working on accessibility.”

Heartland workshop: Creating Accessible PDFs.

RSA Outreach: We need to better explain more about how the new RSA Email forums work.

5.3 Cataloging Department Report [Cataloging Supervisor] E Laughlin

Included in the Board Report. Controlled vocabularies included via request from last meeting.

5.4 Operations Department Report [Operations Manager] A Deter

204 cases open from Parameter Parties. 137 closed. Bulk of changes are regarding Circ and Hold Maps. Information gathering to update our databases. Ongoing updates to Document Index and Operations Manual. Organizing school documentation in order to make an Operation Manual.

5.5 Directors Advisory Committee (DAC) [President]

5.5.1 Review DAC committee appointments & Draft calendar

Has been formed. Bobbi Mock (Illinois Veterans Home), Rachel Ballenger (Towanda), Amy Gee (Carthage), Cindy Maxwell (Kewanee), Kristen Tortat (IVC), Randall Yelverton (Peoria PL). Will be meeting quarterly on 2nd Wednesdays.

5.5.2 What would the Board like from the DAC?

Will be bringing changes and suggestions to the Board. Directors who attend the DAC meetings who are not committee members will have time to discuss things in agenda.

Is it allowed to send someone who isn't a director to these meetings? Ask directors to inform DAC if someone who is not a director is attending as proxy.

Ask committee members what other networking groups they are a part of? Ask them to inform the others of these meetings.

Break from 12:42-1:00

6. Unfinished Business [President] – None

7. New Business [President]

7.1 Naming someone as an alternate to the RAILS Consortia Committee

K Orrison is the primary voting member of this committee.

L Keyes moved for the approval of L Good to be named as the alternate to the RAILS Consortia Committee, C Lau seconded and a vote was taken.

Motion unanimously approved.

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

Hold over from last meeting. Clarification of DAC and Email Lists.

On Bug Us campaign – add region representative as someone to reach out to?

A Bug Us campaign will be added as a webpage.

7.3 Member Library Engagement (discussion only)

Previous strategic plan has expired. This will be covered more extensively in the DAC meeting. Add board rep information to Parameter Parties?

7.4 Establish RSA organizational goals for FY25 (discussion only)

Suggested RSA Organizational Goals for FY25:

- 1) Complete all actions required to directly hire staff on 1 July 2025
- 2) Make substantial progress on conversion of IT support from RAILS to RSA
- 3) Increase member to member support and participation via email forums, in person mentoring, and networking groups
- 4) Plan for library automation system Request for Information (RFI) process in spring 2026
- 5) Continue to reconnect with members; library visits should be expected and welcomed

7.5 RAILS Annual Executive Director Feedback & Performance Eval (discussion only)

Suggested Additional Executive Director Goals for FY25:

- 1) Determine exact needs for Cataloging, Operations, and Administrative Departments; create tiered job descriptions to cover needs; determine correct staffing mix to meet members current and expected needs
- 2) Continue to help the RSA Board define their operational and management oversight; help clarify and define Directors Advisory Committee roles and feedback loop
- 3) Keep system up to date; adding in additional features where they make sense for RSA's membership

7.6 Establish RSA Executive Director goals for FY25 (discussion only – pass to RAILS)

Would like to send out a survey to the membership from the Board to get feedback.

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

8.1 Board Member Comments or Projects in your library

Jenny Jackson: Marquette Heights has a question about a policy about selling things for nonprofit organizations. (selling tickets as a fundraiser for a local group). A compromise? Allow them to set up a card table and sell in the lobby? Would you do this for girl scouts? Henderson Co got instruments installed for Music Garden.

9. Additional Public Comments [President]

N/A

10. President's Time, Agenda building for 3 Oct 2024 meeting at Prairie Skies PLD

Prairie Skies is in Pleasant Plains.

11. Adjournment

Y Lambert moved to adjourn, B Duttlinger seconded.

Meeting adjourned at 1:48 pm.

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.

Minutes compiled by:

Sara Naslund

RSA Member Services Coordinator

Minutes approved by:

RSA Board of Directors