RSA BOARD MEETING MINUTES
Thursday, 3 October 2024 | 11:00 AM
Prairie Skies PLD, 555 Buckeye Rd, Pleasant Plains IL 62677

1. Welcome and Call to Order [President]

G Buhr, Board President, called the meeting to order at 11:03 am on Thursday, 3 October 2024, at the Prairie Skies Public Library.

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

B DUTTLINGER, Y LAMBERT, J JACKSON, C SISCO, A SHAFFER, C BOEHLK, C LAU, B MOCK, R YOUNG and G BUHR
L GOOD (11:33am)
L KEYES (absent)

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

2.1 In person

K ORRISON (RSA), A DETER (RSA), S NASLUND (RSA)

3. Agenda adoption (action requested) [President]

B DUTTLINGER moved for the approval of the consent agenda, R YOUNG seconded and a vote was taken.
Motion unanimously approved.

4. Consent agenda (action requested) [President]

B MOCK moved for the approval of the consent agenda, Y LAMBERT seconded and a vote was taken.
Roll call vote taken. Motion unanimously approved.

4.1 Approve Board meeting minutes: 5 September 2024
4.2 Accept Financial Report: 31 August 2024
4.3 Approve Check Register: 31 August 2024

5. Reports

5.1 Executive Director's Report [Exec Dir]

Items in red print are updated from previous report.
E. Peoria HS gave formal notice that they will be withdrawing from RSA at the end of the year. Creve Coeur CUSD is interested in joining RSA.
Members who departed at end of FY24 will have their items, patrons, and some other information cleaned from the system this week.
Had a meeting with IT360 to start planning for major IT cutover items. (Office365, etc.)
Payroll & Benefits: Will have a meeting with a local consultant next week.
Have begun creating new job descriptions and redoing how RSA is laid out.
Expectations conversation – RSA as an organization is changing and we need to take a good look at what the expectations for Board to Staff; Libraries to RSA; RSA to libraries, member to member, etc. should be. This is also on the DAC agenda for December.
Salesforce will allow us to continue using them as long as we don't change contract terms.

5.2 Cataloging Department Report [ED or Cataloging Supervisor]
Cataloging site visits. Bug Us card went out this morning.

5.3 Operations Department Report [Operations Manager]
45 Parameter parties in process. New documentation index was uploaded at the end of last week. 16 documents were updated during in the month. Focus on the Forums email campaign.

5.4 Directors Advisory Committee (DAC) [President]
First DAC had 5 non committee members that attended virtually. First Wednesday on a quarterly basis. Looked at some old policies that had been sent to policy forum. Will be sent back out to forum with information from this DAC meeting. Priorities of 2024-2026.

5.4.1 DAC suggested survey of directors (training needs, issues, concerns, ideas for bettering things)
Action item: survey for Directors. Should come from the DAC. Email Genna if you have any suggestions for survey questions. Next meeting is Dec. 11th in Kewanee. Purpose of survey is to get Directors to engage with DAC and to give DAC direction. A list of questions will be run through the Board in November and the DAC in December for further suggestions, editing, and approval before the survey is sent out.

6. Unfinished Business [President]
6.1 Board Outreach to Member Libraries
6.1.1 Board "Bug Us" campaign update (discussion only) [ED & OM]
Horizontal, vertical and alternative back version passed around. QR codes goes directly to the listing of the Board Members on the Board page of the website.
6.1.2 RSA Email Forum outreach update. (discussion only) [Exec Dir]
Went out yesterday.

7. New Business [President]
7.1 Draft FY26 Budget (discussion only) [Exec Dir]
As of now we don't know many actual costs for FY26. No final price on Sirsi contract. Don't have information on staffing, insurance, benefits, etc. pricing. First round of discussion with Sirsi is lower than what we are paying now. Budget will be done by April for approval.
7.2 Talpa Search Offer (AI Search) (discussion and potential action requested) [Exec Dir]
Library catalog has Syndetics Unbound. Talpa search is a data mine using AI. Too early to adopt? Can provide incorrect or confusing results. No action taken.
7.3 RSA Library Visit Tracker / Passport Program? (discussion only) [President]
PrairieCat program. Libraries in the area of meeting library do tours and stamp "passports." Trying to get members more interactive. Could we do something like this? Future thoughts for the DAC. Incorporate into RSA Day?
7.4 Expectations: member-to-member or member-to-RSA (discussion only) [Exec Dir]
RSA has and outdated Member Library Responsibilities document from 2016. Not necessarily a policy but needs to be written for people to reference. Update/new member responsibilities document. What you should expect when dealing with other libraries and with RSA. Ground rules. Top level guide to policy and working practices? Answer to "Why can't I do that?" Break down into levels/departments?

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

8.1 Board Member Comments or Projects in your library
Midwest Central Middle School library opened: heavy weeding, new carpet, back open.
Beth & Yesenia presenting at ILA on Thursday morning.
Bobbi still has asbestos.

9. Additional Public Comments [President]
N/A

10. President's Time, Agenda building for 7 Nov 2024 meeting at Dunlap PLD
Check in with staff about back to office time? Too early.

11. Adjournment
B DUTTLINGER moved to adjourn, A SHAFFER seconded.
Meeting adjourned at 1:48 pm.

Minutes compiled by:
Sara Naslund
RSA Member Services Coordinator

Minutes approved by:
RSA Board of Directors