



RSA BOARD MEETING MINUTES
Thursday, 7 November 2024 | 11:00 AM
Dunlap Public Library, 302 S. First St., Dunlap IL 61525

1. Welcome and Call to Order [President]

G Buhr, Board President, called the meeting to order at 11:00 am on Thursday, 7 November 2024, at the Dunlap Public Library.

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

B DUTTLINGER, L GOOD, J JACKSON, C SISCO, L KEYES, C BOEHLK, C LAU, B MOCK, and G BUHR

Absent: Y LAMBERT, A SHAFFER and R YOUNG

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

Sharon Swanson (RAILS), Amanda Bruns (CLA), Elena Mendoza (RAILS), Brian Mateas (CLA), Adam Pulley (CLA) and Rusty Gibson (CLA)

3. Agenda adoption (action requested) [President]

L KEYES moved for the approval of the consent agenda, C BOEHLK 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, B MOCK seconded and a vote was taken.

Motion unanimously approved.

4.1 Approve Board meeting minutes: 3 October 2024

4.2 Accept Financial Report: 30 September 2024

4.3 Accept Check Register: 30 September 2024

5. RSA FY24 Audit

5.1 RSA FY24 Audit Presentation [CliftonLarsonAllen LLP]

Discussed FY24 RSA NFP audit procedures and outcome. They had no issues, disagreements, completed as planned. Had no adjustments to balances. Internal financial statements are reliable. Excellent audit results. RSA will continue with CLA LLP for FY25's audit for consistency. No questions or comments from the board.

5.2 Accept FY24 Audit (action requested) [President]

B DUTTLINGER moved for the acceptance of the FY24 Audit, L KEYES seconded and a vote was taken.

Motion unanimously approved.

6. Reports

6.1 RSA Departmental Reports [Exec Dir, Cat Super, System Super, and/or Ops Manager]

System data and information deleted or cleaned up from the libraries who withdrew at the end for FY24.

Progress is being made with HR. A local HR company in Peoria, HR Fit, has been hired to help with RSA's transition and potentially after.

Started on a staff handbook. Started with current RAILS handbook, then added/removed/replaced sections with wording from some RSA libraries and other Illinois automation consortia.

Job descriptions rework has started. Developing three levels in each department for promotion paths: Entry level, mid-level (current staff), and an upper level non-supervisory position.

Met with an IT company to discuss potential work in Spring.

Met with sales rep from SirsiDynix. Would like a 7-year contract with a 2-year review built in. If we stay with SirsiDynix, recommend an in-place migration to clean up the system and further standardization.

37 libraries have been signed up for autorenewals.

RAILS Grant paperwork came in. This grant is based on number of member libraries, collection budget and service population. Schools and specials are assessed differently from publics.

Outreach campaigns are going well. All board members now have a stack of Board Bug Us cards.

We are back out visiting libraries in force. Antony has built a Google map with pins to show where these new libraries are located. This can be included in the upcoming board packets.

In October, RSA completed 44 Parameter Parties.

There were Documentation Index and Support Site updates including a new School Librarian Handbook being posted.

6.2 Directors Advisory Committee (DAC) [President]

They didn't meet since the last meeting. The DAC wants to survey RSA Directors about various issues. RSA staff are also building a survey for December about hold limits on user profiles, barcode placement, barcode ordering experiences and more.

*** Break 12:17-12:42 ***

7. Unfinished Business [President]

7.1 Expectations for members, RSA, Board (discussion only)

7.1.1 Review and expand formal Expectations & Responsibilities draft 1 [Ops Manger]

Our starting point was how does RSA work? Why do we do the things we do? Tried to gather all the policies and standards of current RSA and merge them into a narrative, ground rules and accepted norms. The goal being a document to hand to a staff member to inform them of what the big picture of RSA is. Suggestions to add a part about communicating with the other libraries about issues. What about customer service communications? Add info about networking groups? Overall expectations point to an idea, not a policy. Policies use the outlines of the expectations.

The Board is to represent the libraries – all types, sizes and locations of RSA. More explicit information to the members of what they should be expecting from the Board and DAC. Members should be expected to answer surveys, submit feedback and attend meetings. Financial equity. What is the value? The DAC is meant to be the feedback loop for the membership.

7.1.2 Craft wording for less formal, shorter descriptive statements for E&R

Combined to above conversations.

7.1.3 What happens when members break policy? Ignore policy?

Covered briefly in big picture outline in bylaws. We can work around some things. In the bylaws there is a formal dispute section, etc. Is this a procedure for RSA staff when dealing with this? A code of conduct written out somewhere? The bylaws have a few general enforcement procedures, but it is not written to be enforceable as a policy. It is a path. (Article 12: Enforcement Procedures)

RSA Staff are continuously fixing and informing libraries about mistakes made due to lack of knowledge about how to do it correctly. At some point, things need to be examined instead of finding a work around. If it only effects their library, we're generally able to help. If it effects the wider community? Then likely no without and RSA policy/guidance change for all members. We try to structure all single library setups so they can be implemented by other libraries who also wish to do so in the future.

Language in the Intergovernmental Agreement about following policies.

The Board should be the only ones who can vote to turn off patron services. Need to develop guidance as to when does the enforcement process starts or when do we elevate it to the board? Need a process-oriented document. Laura and Antony will be working together to put together an outline to be presented at the January Board Meeting. This process will help to see if the bylaws need help or not. Currently when issues needing resolution happen, it comes from RSA Staff. Going forward, it should be elevated to the board if RSA staff can not resolve or are ignored.

The DAC is in the dispute process in the bylaws. Wonder what do other consortia or LLSAPs do? We will reach out. Need to put in information about also including the library's Board in the loop.

J JACKSON LEFT AT 2:00PM

7.2 DAC Survey of RSA Directors questions draft inputs and review (discussion only)

Goes to the DAC in December. Please email Kendal with corrections, input, etc. Edits on #3 standardization question. Multiple choice questions with open text boxes suggested.

8. New Business [President]

8.1 Adjust Board Start Times? (discussion & potential action) [Pres & ED]

Would it be smarter to start at 11:30, so we can eat lunch before we start? Can we not meet midday but be firmly in the morning or afternoon. We must meet once in each region. Tabled until 1/2025.

8.2 Reports to help Directors with their Board or Administration (discussion only) [Exec Dir]

Example reports included in board packet that explain what RSA does and what each library's part within RSA is. Things would be available to give to library boards and is currently available as an interactive dashboard. Report suggestions are appreciated. Could we get some sort of economic component? ALA has a return on investment feature.

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

9.1 Board Member Comments or Projects in your library

Starting in Jan., Dunlap is going a 2-month reading challenge in the theme of Alice in Wonderland, with kitten adoption and reading to bunnies.

9.2 January overview topic or specific area for Board education?

10. Additional Public Comments [President]

N/A

11. President's Time, Agenda building for 9 Jan 2025 (2nd Thursday) meeting at RAILS East Peoria

This was the original RSA Staff Lunch date that was superseded by the August post-meeting lunch. Will invite RSA Staff for post-meeting general chit-chat.

12. Adjournment

B MOCK moved to adjourn, L GOOD seconded.

Meeting adjourned at 2:55 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