



**RSA BOARD MEETING MINUTES**  
**Thursday, 6 March 2025 | 11:00 AM**  
**Brown County PL – 106 SW Cross St, Mt Sterling IL, 62353**

**1. Welcome and Call to Order**

G Buhr, Board President, called the meeting to order at 11:08 am on Thursday, 6 March, 2025, at the Brown County Public Library.

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

Yesenia Lambert, Larisa Good, Jenny Jackson, Amanda Shaffer, Laura Keyes, Cindy Boehlke, Christie Lau, Bobbi Mock, Richard Young and Genna Buhr  
Beth Duttlinger (absent)

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

**2.1 In person**

Kendal Orrison (RSA), Antony Deter (RSA) and Sara Naslund (RSA)  
Tel Sisco (attending remotely as guest, non-voting)

**3. Agenda adoption (*action requested*)**

*Motion by C LAU, seconded by B MOCK*

*THE MEETING AGENDA BE APPROVED.*

*Voice vote called: Motion carried by unanimous vote*

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

**4.1 Approve Board meeting minutes: 6 February 2025**

Fixed typo of misspelling of Bobbi Mock's last name.

**4.2 Approve Board closed session minutes: 6 February 2025**

**4.3 Accept Financial Report: January 2025**

**4.4 Accept Check Register: January 2025**

*Motion by L KEYES, seconded by R YOUNG*

*THE CONSENT AGENDA BE APPROVED.*

*Voice vote called: Motion carried by unanimous vote*

**5. Reports (*discussion only*)**

**5.1 RSA Departmental Reports [Exec Dir, Ops Mgr, Catalog or System Super]**

Eureka school district, two branches in RSA, will be pulling out of RSA at the end of the fiscal year.

Bushnell Prairie CUSD will be staying in another year. They are the remaining Union list library. Hamilton Public and Camp Point Public are applying for the Spring Grant to join RSA. Warsaw Public Library will not be joining. North Pike Public Library is adding a new branch in Perry. Staff visits are ongoing.

Parameter Party Update: almost done.

We have a user cleanup project and a user retention policy created the need for an item retention policy. 5500 items been Lost/Missing for at least 8 years.

With the document index we are finding gaps in information, so going back to try and consolidate and fill gaps.

Ongoing effort to update policies: creating fewer and more comprehensive policies with procedures and guides to help.

## **5.2 Directors Advisory Committee (DAC)**

No update, no meeting since last Board meeting. DAC surveys went out and are closed.

January had better response, but February also got decent response. Will be going over the responses question by question in the March DAC.

### **5.2.1 Next meeting 12 March at Peoria Main St Branch**

## **6. Unfinished Business**

### **6.1 IMRF signup process update (*discussion only*) [Exec Dir]**

We got information, the application forms, and membership study costs from IMRF.

Application form is almost done. Check is signed and ready to go to pay for starting of onboard staff.

### **6.2 Staffing Independence timeline update (*discussion only*) [Exec Dir]**

Had a meeting with HR Fit. Not having an EIN is making it difficult or impossible to finalize many governmental required things to directly hire staff. Decided it was best to invoke the backup staff cutover date listed in our LLSAP Support Grant and push the staff starting date back from 1 July 2025 to 1 Jan 2026. When EIN comes in, we will setup everything that can't be finished without it.

We anticipate the staff hiring processes will begin October. Two new positions: an Office and Marketing Coordinator and a Library Systems and Data Analyst. We may also need to fill 1 or more current staff positions.

Staff handbook may be ready to be brought to the board at April meeting. As soon as things are approved now, they will be passed on to staff.

### **6.3 FY26 budget development update (*discussion only*) [Exec Dir]**

Budget should be finalized by April meeting now that cutover and staff dates are clearer.

Still figuring out with RAILS the IT stuff. RAILS will be getting new laptops this year and we know that they need the monitors back. The biggest things we want to purchase from them are the cars.

No May meeting, so if need be and issues arise, we could push budget approval to June.

Speaking of meetings, we had 10 meetings this year. Our Bylaws say 8-10 meetings a year. Next year we will drop down to 8 meetings as the workload will be lower. The 4 months with no Board meetings will have DAC meeting scheduled.

**\*\*Break for lunch 12:03pm\*\***

**\*\* Resumed at 12:20pm\*\***

J CAMPBELL (RSA) joined.

**6.4 Policy for Ensuring Compliance by Member Libraries (*discussion and possible action requested*) [Laura Keyes]**

Updated from last meeting's document. Biggest change is when the member library gets billed for noncompliance

Remove DAC involvement until after the decision has been made by the Board of Directors to suspend their services.

More important to take it back and work on it more? Or to take the DAC out and pass the policy? If the Board feels that getting the policy passed now and being able to revisit it later is important, then we should move forward. It should not diminish the effectiveness of the policy to remove the DAC. It gives us something better than what we had.

Entertain a motion to approve this policy as presented with 3 revisions:

4. "If step 3 is unsuccessful, the RSA Executive Director will inform the Board. The member of the RSA Board of Directors who represents the RSA region...

5. Strike The President of the RSA Board of Directors will also inform the Directors Advisory Committee of the situation at the next scheduled DAC meeting.

Add a 7. That states The RSA Executive Director will notify the membership of the suspension of privileges due to noncompliance.

*Motion by L GOOD, seconded by Y LAMBERT*

**THE ENSURING COMPLIANCE BY MEMBER LIBRARIES POLICY BE APPROVED WITH THE 3 REVISIONS DISCUSSED.**

*Voice vote called: **Motion carried by unanimous vote***

Board thanks Laura and Antony for their continued work on this policy.

**7. New Business**

**7.1 Board Election 2025**

On 1 July 2025 three new Board Members are seated. Central, Southern and Public Library under 2k up for election in June.

**7.1.1 Appoint 3 person nominating committee**

Will review applications and reach out to other candidates if they feel required. This will come from the general population. Genna will ask at next DAC meeting for volunteers for this committee and get it created.

**7.1.2 Candidates for: Central Region, Southern Region, Public Lib Under 2K pop served**

Current Board Members who's initial term is expiring, Genna Buhr is Central, Cindy Boehlke is Southern, Tel Sisco is Public Under 2k

**7.2 Approve membership of Hamilton PL and Camp Point PL (RAILS automation grant applicants) (*action requested*)**

Motion by R YOUNG, seconded by C LAU

APPROVE MEMBERSHIP IN RSA FOR HAMILTON PUBLIC LIBRARY AND CAMP POINT PUBLIC LIBRARY.

Voice vote called: **Motion carried with 1 Abstention (B MOCK)**

**7.3 LIMRiCC Membership Resolution and Intergovernmental Agreement (action requested)**

Health insurance and unemployment insurance. First 3 years, they charge you an average and after that it goes to your usage. LIMRiCC will do all the legal work for you if unemployment issue arises.

Motion by B MOCK, seconded by R YOUNG

ACCEPT THE LIMRiCC MEMBERSHIP RESOLUTION AND INTERGOVERNMENTAL AGREEMENTS AS PRESENTED.

Voice vote called: **Motion carried by unanimous vote**

**7.4 MissionSquare Resolutions and Administrative Services Agreement (457b and 401a) (action requested)**

Motion by B MOCK, seconded by L KEYES

ACCEPT THE MISSIONSQUARE RESOLUTIONS AND ADMINISTRATIVE SERVICES AGREEMENTS FOR CREATION OF 457B AND 401A RETIREMENT PLANS AS PRESENTED.

Voice vote called: **Motion carried by unanimous vote**

**7.5 Engagement Letter with Davis and Campbell LLC (discussion only) [Exec Dir]**

3 lawyers from this new to RSA firm will assist us. They are municipal and business attorneys.

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

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

Thank you to Richard for hosting us in his beautiful new facility. Bobbi is finally getting books on the shelves. Yesenia had a 200 person program that sold out in 48 hours. It was a Fancy Nancy tea party. Up to 121 registrants for RSA Day. Dunlap Friends hosted a mini golf fundraiser on Sunday. Amanda Shaffer adding a library science class potentially for upper classmen at Midwest Central High School.

**9. President's Time, Additional Public Comments, and Agenda Building for 3 April meeting at Lillie M. Evans LD, Princeville IL (discussion only)**

Motion by L GOOD, seconded by J JACKSON

THE MEETING BE ADJOURNED.

Voice vote called: **Motion carried by unanimous vote**

**10. Adjourn 1:59pm**

Minutes compiled by: Sara Naslund, RSA Member Services Coordinator  
Minutes approved by: