



Resource Sharing Alliance  
715 Sabrina Drive  
East Peoria, IL 61611  
866-940-4083

**DIRECTORS ADVISORY COMMITTEE (DAC) MEETING AGENDA**  
**Wednesday, 12 March 2025 | 1:00 PM**  
**Peoria Public Library – Main Branch, 102 NE Monroe St, Peoria IL 61602**

Guest Attendee Zoom Registration Link:

[https://raillibraries.zoom.us/meeting/register/tJEtf--trD0oGdI1p3niUnzJxRrabB3zj\\_t](https://raillibraries.zoom.us/meeting/register/tJEtf--trD0oGdI1p3niUnzJxRrabB3zj_t)

1. Welcome and Call to Order [Chair]
  - 1.1 Roll call of DAC members at meeting location [Note Taker]
  - 1.2 The in-person quorum must adopt a motion allowing the following members to participate via Zoom as they meet OMA rules preventing physical attendance (action requested)  
Zoom participation sites: Towanda District Library, 301 S. Taylor St., Towanda, IL 61776
  - 1.3 Roll call of DAC members participating via Zoom [Note Taker]
2. Recognition of guests, public comments, and announcements [Chair]
  - 2.1 In person
  - 2.2 Zoom Location (Towanda)
3. Agenda adoption (action requested) [Chair]
4. Approve DAC minutes from December 12<sup>th</sup> (action requested) [Chair]
5. Reports
  - 5.1 Chair's Report & New Taskings from the Board of Directors [Chair]
  - 5.2 Executive Director's Report [Executive Director]
6. Unfinished Business
  - 6.1 Director Survey update (discussion and action requested) [Chair]
  - 6.2 Infographic and statistics to promote RSA services (discussion) [Chair]
  - 6.3 Damaged Material Policy and Procedure draft (discussion and possible action requested) [Chair]
  - 6.4 DAC "Bug Us" campaign DAC business cards (discussion) [Chair]
    - 6.4.1 DAC "Bug Us" business cards – choose a color scheme
7. New Business [Chair]
  - 7.1 Holds Documentation Rework (discussion)
    - 7.1.1 How Holds Work Guide
    - 7.1.2 Placing Holds Guide
    - 7.1.3 Processing Holds Guide
  - 7.2 DAC Terms expiring as of 30 Jun (Genna Buhr, Rachel Ballenger, Amy Gee).
8. Committee Development (discussion) [Chair]
  - 8.1 Committee Member comments and talking about projects in your library
9. Additional Public Comments
10. Chair's Time, Agenda building for 14 May 2025 meeting at Brown County PL
11. Adjournment

*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.*