



RSA BOARD MEETING MINUTES
Thursday, 9 January 2025 | 11:00 AM
RSA Office, 715 Sabrina Drive, East Peoria IL, 61611

1. Welcome and Call to Order [President]

G Buhr, Board President, called the meeting to order at 11:05 am on Thursday, 9 January 2025, at the RSA Office.

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

B DUTTLINGER, Y LAMBERT, L GOOD, J JACKSON, C SISCO, A SHAFFER, L KEYES, C BOEHLK, C LAU, B MOCK, R YOUNG and G BUHR

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

2.1 In person

K ORRISON (RSA), S NASLUND (RSA), Rhonda Brown (HR Fit), Eric Christian (HR Fit)

3. Agenda adoption (action requested) [President]

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

Motion unanimously approved

4.1 Approve Board meeting minutes: 7 November 2024

4.2 Accept Financial Reports: October and November 2024

4.3 Accept Check Registers: October and November 2024

5. Reports (discussion only)

5.1 RSA Departmental Reports [Exec Dir, Ops Mgr, Cat Super, and/or System Super]

Kendal has been in contact with the lawyers about finishing up the tax forms and we are still figuring out what forms we need corporate wise.

The libraries that are listed in the new member inquiries: Is this standard to have this number of applicants? Is it more than in the past? We typically have between 2-6 libraries interested in joining RSA at all times.

Bottom of page 4, second to last paragraph: remove should be remote

Kendal went through the December RSA online survey results.

Is RSA Right for my Library? Document – change the background red? Modify text circles.

Is there a timeframe for changing the number of holds allowed? Just needs time to sit down

and create a proposal to bring to the committee. Probably Feb. or Mar.
Near the bottom of page 12, the last paragraph 2014 needs to be 2024.

5.2 Directors Advisory Committee (DAC) [President]

Bobbi chaired the last meeting. Met at Kewanee PL. Covered several policies and made a few tweaks. There were quite a few more directors in attendance at this meeting.
Next meeting is March 12th at Peoria Public Main.

5.2.1 January and February Director surveys update

5.2.2 Forwarded three policies to Board

6. Unfinished Business

6.1 DAC Draft Policies Forwarded (discussion & action requested) [Pres & ED]

6.1.1 Patron Notes Policy

Can we run a report to get patron notes to see what is existing or if people are putting notes in? In #2 add or other unique identifier after the word initials. Yes. A report can be run in BCA.

A SHAFFER moved for the approval of the Patron Notes Policy, C LAU seconded and a vote was taken.

Motion unanimously approved

6.1.2 Receipt of Damaged Materials Policy

This draft policy is not very user-friendly.

Policy vs Guide.

Patron should always be billed by their checkout library.

Checkout library should be doing all the action. Item owning library should make a decision, but checkout library does action.

Whichever library puts the bill on is where the bill comes from. Most discussion at the DAC was about the biohazard section.

The board feels it isn't clear enough as to when you use what. (3 bullet points)

Can Cindy write up something to clarify her questions?

The Receipt of Damaged Materials Policy is being sent back for revisions.

6.1.3 Retention Schedule for Expired Patron Cards Policy

DAC was very concerned about the last bullet point.

L KEYES moved for the approval of the Retention Schedule for Expired Patron Cards Policy, L GOOD seconded and a vote was taken.

Motion unanimously approved

Section 6.2 is being moved to the next meeting

**Break was taken for Lunch & Guests from HR Fit Arrived
12:13-12:20pm**

6.3 What happens when members break or ignore policy? (discussion only) [L KEYES]

Antony & Laura drafted a policy for RSA staff about ensuring member compliance.
No timeline on the draft. If that fails, then what?
Bylaws only cover if a library doesn't pay.
Does it matter how onerous the infraction is? At this time – no.
Cut out some of the phone calls.
Board Member Regional Rep should absolutely contact them.
The timeline between first non-contact and getting to Kendal should be managed within RSA.
Timeline after Kendal initiates contact.

7. New Business

7.1 New 2025 Board/DAC reimbursement form

When you fill out the meeting mileage reimbursement form, please use the new one.

7.2 Conversation and Q&A with HR Fit, our HR consultant/partner (discussion only) [President]

Working with Kendal for the last couple of months. Happy to answer any questions.
Looking at what RAILS has and identifying any gaps.
An opportunity to make it what you want it to be. Customizing based in initial RAILS policies, modified to fit RSA needs. Some will be new for RSA.
The board will most likely review and approve the employee handbook (personnel policy).
Job descriptions are being reworked.
Everything needs to be done for employees by mid-March. Want to give a very clear picture of what is going to happen going forward. Still a lot we don't know.
Board will approve budget which will include benefits package and a salary schedule for those positions. Hopefully that will be on the March meeting agenda.

1:25pm C BOEHLK left

7.2 Discuss general timeline and process for hiring RSA Executive Director (discussion only) [President]

Empowered to pre hire the staff that will start on 1 July.
Governance is in place. Nothing in the bylaws about this.
No one will be employees of RSA until July.
Plan is to offer the letter of employment to Kendal in March. That will allow him to move forward with the staffing process after that point. Everything will have to be done at that point to make the 1 July 2025 target.

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

8.1 Board Member Comments or Projects in your library

Dunlap just kicked off a two-month winter reading challenge with the Alice in Wonderland theme. Will be reading to rabbits and adopt a cat with the cat café. New Friends group is having mini golf indoor fundraiser in March.
Brown County PL will be starting to move books on Monday. Aiming to reopen the new building in two weeks.
Amanda Shaffer is adding a sewing club at the school next Fall.

9. Additional Public Comments [President]

10. President's Time, Agenda building for 6 Feb 2025 meeting at Warren County PL, Monmouth IL

Laura's policy (section 6.3) and the revised Receipt of Damaged Materials Policy.
The information from 6.2-6.2.3

11. Closed Session [President]

The Board will move into closed session to discuss matters pertaining to employee compensation: as per 5 Illinois Compiled Statutes, chapter 120, paragraph 2, section 2(c)(1), which states:

Exceptions. A public body may hold closed meetings to consider the following subjects:

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity

May I have a motion and a second to move into closed session?

Roll call vote by S NASLUND:

B DUTTLINGER moved for the approval of closed session, LKEYES seconded and a vote was taken.

Motion unanimously approved

Closed session ended at approximately 2:54pm.

12. Actions in follow-up to closed session (possible action requested) [President]

None at this time

13. Adjournment

Meeting adjourned by G BURH 2:59pm.

Minutes compiled by:

Sara Naslund
RSA Member Services Coordinator

Minutes approved by:

RSA Board of Directors