



**RSA BOARD MEETING MINUTES**  
**Thursday, 6 February 2025 | 11:00 AM**  
**Warren County PL – 62 Public Square, Monmouth IL, 61462**

**1. Welcome and Call to Order**

G Buhr, Board President, called the meeting to order at 11:01 am on Thursday, 6 February 2025, at the Warren County Public Library District.

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

BETH DUTTLINGER, YESENIA LAMBERT, LARISA GOOD, JENNY JACKSON, LAURA KEYES, CINDY BOEHLKE, CHRISTIE LAU, BOBBI MOCK, RICHARD YOUNG, AND GENNA BUHR

**1.2 In-person quorum: adopt motion allowing members to participate via Zoom if they meet OMA rules preventing physical attendance (*action requested*)**

**Zoom participation sites:**

- **Midwest Central CUSD #191 High School – 910 S. Washington St., Manito IL, 61546**
- **Danvers Township Library - 117 E. Exchange St., Danvers IL, 61732**

*Motion by B DUTTLINGER, seconded by B MOCK*

APPROVE ADMISSION AND PARTICIPATION OF MEMBERS BY ZOOM

*Roll call vote by S NASLUND: **Motion carried by unanimous vote***

**1.3 Roll call of RSA Board Members participating via Zoom [Note Taker]**

CHANTEL SISCO AND AMANDA SHAFFER (joined at 12:25 PM)

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

**2.1 In person**

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

**2.2 Zoom Locations**

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

*Motion by B DUTTLINGER, seconded by R YOUNG*

THE MEETING AGENDA BE APPROVED

*Roll call vote by S NASLUND: **Motion carried by unanimous vote***

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

**4.1 Approve Board meeting minutes: 9 January 2025**

**4.2 Approve Board closed session minutes: 9 January 2025**

**4.3 Accept Financial Report: December 2024**

#### 4.4 Accept Check Register: December 2024

*Motion by B MOCK, seconded by L GOOD*

THE CONSENT AGENDA BE APPROVED

Roll call vote by S NASLUND: **Motion carried by unanimous vote**

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

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

Stark County CUSD has formally announced they are withdrawing from RSA. We have reached out to other potential drops to remind them that school must give a 90-day notice prior to the end of the FY. Bushnell Prairie City CUSD is going to remain for another year. In June lawyers said our EIN was fine, we found out on Monday they applied for a new EIN. RAILS has been informed as this could extended the independence staffing timeline. Will be talking to IMRF next week. Are dual tracking IMRF and MissionSquare. Limmerick also knows about EIN mix up.

Job descriptions have been a major topic of work in the end of January. Will be going to HR Fit and RAILS for review and suggestions.

No other questions asked about board packet.

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

###### 5.2.1 No meetings held – Jan & Feb surveys ongoing

#### 6. Unfinished Business

##### 6.1 What happens when members break or ignore policy? (*discussion only*) [Laura Keyes]

Feedback from January board meeting has been incorporated. RSA never had a written policy, just reliance on the goodwill of libraries. Move fining step to after the regional rep contacts library in question. By step 5, the time for phone and email has stopped and official documentation needs to be recorded.

Suggested fine amount of \$100. #3 needs to include a copy of the policy in the mail.

##### 6.2 SirsiDynix short and long term contract extension update (*discussion only*) [Exec Dir]

Kendal finalized a new contract extension with Sirsi that will save significant money. Our contract expires at the end of Feb. Negotiated 7-year contract with a 2 year out. Waiting for the paperwork that will need to be signed by the board.

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

Still being built. Everyone knows what their next bill will be, so can be pushed back a little. Personnel and benefits costs still up in the air.

##### 6.4 Initial Drafts: Staff Handbook, Job Descriptions, Pay Scale (*discussion only*) [Exec Dir]

Meeting with HR Fit next week to hammer home handbook and job descriptions. Will have 16 different job descriptions. Won't have that many staff members but need that for hiring. Each department will have 3 levels.

Existing staff will stay midlevel: coordinator level. Most new staff will hire in at lower level: specialist level.

**7. New Business**

**7.1 RSA Policies, Standards, Procedures and more Definitions revised (*discussion only*)**

Clarification of Policies vs. Procedures. Update document to remove line that states RSA Staff approves policy. Board approves policy and RSA staff does procedure. Forthcoming updated documentation on Holds documentation

**7.2 FY27 Budget – keep eRead IL? Price vs usage compared to ADML. (*discussion only*)**

Pushed to next meeting.

**7.3 Discuss general timeline and process for hiring RSA Executive Director (*discussion only*)**

Only staffing hold up right now is potential EIN issue. Board feels better to do sooner rather than later.

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

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

Brown County is all moved in and open to the public.

**9. President’s Time, Additional Public Comments, and Agenda Building for 6 March 2025 meeting at Brown County PL, Mt. Sterling (*discussion only*)**

Next version of the what to do when a library doesn’t follow through policy for vote

**10. Closed Session**

**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.**

*Motion by L KEYES, seconded by Y LAMBERT*

*The Board should move into closed session to discuss issues pertaining to employee compensation*

*Roll call vote by S NASLUND: Motion carried by unanimous vote*

\*\*START audio RECORDING of closed session at 12:43pm\*\*

\*\*END audio RECORDING of closed session at 1:17\*\*

**11. Actions in follow-up to closed session**

**11.1 Approval to offer Executive Director position (*action requested*)**

*Motion by B DUTTLINGER, seconded by B MOCK*

Approve the extension of an offer of employment to Kendal Orrison to start on 1 July 2025 for the salary of \$125,000

*Roll call vote by S NASLUND: **Motion carried by unanimous vote***

**12. Adjourn**

*Motion by B DUTTLINGER, seconded by R YOUNG*

*The meeting adjourned at 1:20 PM*

***Motion carried by unanimous vote***

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

**Minutes Approved by:** RSA Board of Directors