



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

1. Welcome and Call to Order [Chair]

1.1 Roll call of DAC members at meeting location [Note Taker]

Genna Buhr - yes
Bobbi Mock - yes
Amy Gee - yes
Cindy Maxwell - yes
Kristen Tortat - yes
Randall Yelverton - yes

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

Motion by Bobbi Mock seconded by Randall Yelverton

Motion Allowing Members to Participate via Zoom

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

1.3 Roll call of DAC members participating via Zoom [Note Taker]

Rachel Ballenger - yes

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

- In person
Kendal Orrison, Antony Deter, Patty Kweram, Sara Naslund, Amy Harris, Laura Keyes, Victoria Volckmann, Jenny Jackson, Cathy Grafton, Alyce Jackson
- Zoom Location (Towanda)
No guests
- Other Zoom guests
Barbara Tarbuck, Christie Lau, Cynthia O'Neill, Lori Priebe, Jeff Brooks, Cindy Boehlke, Katie Hahn, Yesenia Lambert, Lill Batson, Mike Baumann, Rebecca Seaborn

3. Agenda adoption (action requested) [Chair]

Motion by Randall Yelverton seconded by Bobbi Mock

Motion to Adopt Agenda

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

4. Approve DAC minutes from December 12th (action requested) [Chair]

Motion by Randall Yelverton seconded by Rachel Ballenger

Motion to Approve DAC Minutes from December 12th

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

5. Reports

5.1 Chair's Report & New Taskings from the Board of Directors [Chair]

Kendal has accepted the RSA board offer as RSA Executive Director effective 1/1/2026.

RSA Board minutes are available online.

The budget is in process. We already know membership fees.

The Board approved using LIMRiCC and Mission Square as of 1/1/2026.

New tasks from Board to the DAC – none currently but will use the member survey results moving forward.

Two Board seats are expiring and up for election. We need 3 volunteers for the nominating committee.

Three DAC members are expiring. They are appointed by the Board president on July 1.

RSA Day registration ends 3/14/2025. RSA day is being held on Thursday 4/10/2025.

5.2 Executive Director's Report [Executive Director]

The full report is in the packet.

Library funding is tight, especially in schools. Four schools are withdrawing their RSA membership: ROWVA, Stark County, East Peoria, and Congerville-Eureka-Goodfield.

Hamilton Public Library and Camp Point Public Library are applying for membership and have been approved, starting in July 2025.

The staff transition date moved from 7/1/25 to 1/1/26 because we need a new EIN and the IRS is delayed right now. RAILS needed to know now for their budgetary process.

Starting in September and on we will be looking to start the hiring process for RSA positions.

System contract: In December Sirsi was bought by Harris Group (had been owned by a VC firm). Negotiated a 2 year contract with a 5 year extension. The contract price is 19.2% less this year; 17% less in 2 years. In 2026 we will do a system review. If we find a better system, then we could migrate.

6. Unfinished Business

6.1 Director Survey update (discussion and action requested) [Chair]

Takeaways from the January survey:

- Best things:
 - Sharing, access to collections, responsive.
 - Reciprocity, sharing, assistance from RSA (staff or fellow members).
 - RSA is good at support and communications.
- Concerns:
 - The top concern is cost.
 - System being outdated?
 - Pros/cons about standardization. More pros.

Too many emails from RSA.

Mission creep and overstepping by RSA. Some things are not part of RSA mission.

Distribution of RSA resources (staff/time) among members.

Discussion about NON-RSA not able to use digital services.

Other discussion:

Smaller libraries are concerned about being overwhelmed by RSA policies.

RSA is getting documentation updated so policies are one page, and procedures and guides are separate and not part of policy.

- How could RSA better support members?
Streamlining communication.
- Services and assistance:
Comments were mostly about RAILS-related services.
- Can we do a follow up email addressing the concerns raised in the survey?
We will respond to those that gave their name.
- Services and features they want:
Website content training.
Streamlined meeting content.
- Favorite way the membership helps each other:
Members rely on each other.
RSA Day.
Listservs and emails. Helpful but overwhelming.
Does RSA need all of the current listservs? We could limit them, but then they will have more traffic. Emails are de-duped if you are subscribed to more than one listserv but having the RSA gmail forwarded will mean duplicate emails.
- How can membership support each other:
Participate, communicate, assume positive intent.
Efficiency, streamlining.
- What is DAC? Not Users Group since not everyone can be a member of DAC because of in-person requirements.
Simpler shorter meetings with summaries.
Estimated time when each agenda item will be discussed.
Online option.
Switching locations.
Continuing education opportunity during meetings.
- Should we have a Policy review schedule?
Yes, by topic.
Only 17 said they would be willing to help with policy review.

Takeaways from February Survey:

- Cataloging refresher training.
- More reports training.
- Training preference:
In person and recorded are preferred methods.
Would RSA staff be willing to present training outside of 9-5 – evening/Saturday?
It depends on how many would show up.
- What to standardize next?
Barcode and RFID tag placement.

If RAILS wants to automate scanning the barcode would have to be on the outside of item.

Top concerns about standardization:

make standards clear.

enforce standards.

small libraries concerned about cost and time to implement.

- How can RSA help you with information for your board?

Simpler handouts.

Simpler stats.

- Thoughts on member-to-member support system:

In-person networking, re-establish networking groups.

- Expectations of RSA staff and board:

Cohesive and professional actions.

Expecting members to contribute.

- How much better would a new system have to be to migrate?

Cheaper.

Less clunky and more user friendly.

Superior product at same or less dollars.

- Getting more participation out of DAC.

Can we separate business from the action part of the meeting?

We may be able to give an estimated time for each segment.

Offer that those that can't attend can send notes for public comment to be read by notetaker or chair.

*Add that to the emails when we send items for feedback.

6.2 Infographic and statistics to promote RSA services (discussion) [Chair]

The black and white infographic prints better. The color one can be on the website.

6.3 Damaged Material Policy and Procedure draft (discussion and possible action requested) [Chair]

Sara added a line, and removed a line, based on feedback.

Motion by Randall Yelverton seconded by Cindy Maxwell

Motion to Move Damaged Material Policy to Board for Approval

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

6.4 DAC "Bug Us" campaign DAC business cards (discussion) [Chair]

6.4.1 DAC "Bug Us" business cards – choose a color scheme

Sample cards were handed out. Purple was chosen.

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

We don't need board approval for guides but want to show what we are trying to achieve with documentation.

We need to make a Holds Policy draft to combine the 3 current policies covering holds.

Suggestion: Add link to book club holds guide to the Placing Holds Guide.

Send to circ listserv before finalizing.

Are we raising limits to hold limits on user profiles? KO will present to board.

7.2 DAC Terms expiring as of 30 Jun

Genna Buhr, Rachel Ballenger, Amy Gee.

These are appointed by board president on July 1.

Amy Gee declined continuing on the DAC.

Discuss with board president if you want to continue.

Need a 3-person nominating committee to fill expiring board seats.

The form will soon be live to accept volunteers to serve on the Board.

Lori Priebe volunteered to be on the nominating committee.

8. Committee Development (discussion) [Chair]

8.1 Committee Member comments and talking about projects in your library

Carthage can move forward with their new building. They have the land, will break ground this spring.

Kewanee can get a grant for a new elevator.

Illinois Veterans Home is open for holds.

9. Additional Public Comments

None

10. Chair's Time, Agenda building for 14 May 2025 meeting at Brown County PL

11. Adjournment

Motion by Randall Yelverton seconded by Bobbi Mock

Motion to Adjourn

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

Meeting adjourned at 2:45 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator

Minutes Approved by: RSA Directors Advisory Committee