



**RSA BOARD DRAFT MINUTES**  
**Thursday, 7 August 2025 | 11:30 AM**  
**Midwest Central High School, 910 S Washington St, Manito, IL 61546**

**1. Welcome and Call to Order - President**

G Buhr, Board President, called the meeting to order at 11:30 AM on Thursday, 7 August 2025, at the Midwest Central High School.

**1.1 President's Announcement – Board Resignation**

Katie Helsabeck has resigned, effective immediately. We thank her for her service and willingness to be on the board. She represented the South Region. We are hoping to have someone seated by the December meeting.

**1.2 Roll call of RSA Board Members at meeting location - Note Taker**

Beth Duttlinger, Larisa Good, Jenny Jackson, Amanda Shaffer, Rebecca Seaborn, Christie Lau, Bobbi Mock, Richard Young, Samantha Freed and Genna Buhr  
Absent: Yesenia Lambert

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

**2.1 In person**

Erik Christian (HR Fit), Rhonda Brown (HR Fit), Antony Deter (RSA), Sara Naslund (RSA)

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

Motion by B MOCK, seconded by J JACKSON

THE MEETING AGENDA BE APPROVED

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

**4. FY26 Board Officer Election: President & Secretary (discussion and action requested) – President**

Every 2 years, officers are up for reelection. This is the year for the president and the secretary.

G Buhr asked for nominations.

Genna Buhr was nominated for President.

Amanda Schaffer was nominated for Secretary.

An election was held.

G Buhr was elected President unanimously.

A Schaffer was elected Secretary unanimously.

**5. Consent agenda (action requested) - President**

**5.1 Approve Board meeting minutes: 5 June 2025**

**5.2 Accept Financial Reports and Check Register**

**5.2.1 May 2025 for \$32,914.81 and June 2025 for \$303,992.43**

Motion by, R YOUNG seconded by C LAU

THE CONSENT AGENDA INCLUDING CHECK REGISTER FOR MAY FOR \$32,914.81 AND FOR JUNE FOR \$303,992.43 BE APPROVED

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

**6. Reports**

**6.1 RSA Departmental Reports - RSA Staff**

Key headline – we have a new EIN. The attorney put herself down as the responsible party with the IRS. Then were able to file electronically. Next step will be to apply to have her removed. Hamilton and Camp Point PL's are now RSA members. They are both starting cataloging. North Pike is adding a branch in Perry.

Bank accounts with new EIN has been switched over. We are looking at new software for managing payroll and paychecks.

Waiting for benchmarking and job descriptions from HRSource. Will go out as is with current staff with caution that things might be updated.

Ops Dept is working on updating User Policies. Parameter Parties are now completed. All RSA libraries received a party with 3 exceptions.

User Profile Holds limits update is done.

Ops & Cataloging are starting routine visits. Each staff member will visit 8 per the time frame.

Antony got a tour of all the PPL branches and got to meet most of the branch managers.

Individual BlueCloud user accounts are coming and are starting to beta test BCCirc accounts at Fondulac and Henry Public and a couple of schools.

No questions about cataloging section.

**6.2 Directors Advisory Committee (DAC) – President**

Met 9 July. Most of the discussion was about developing additional surveys that had to do with standardization. Did some policy review and set a policy review schedule. A data retention policy (for non-patron info). Cataloging is creating documentation on when to add ISBN information to records. Would love more topics brought up at the DAC and discussed there before it comes to the Board. Surveys are the best way to get input now.

**6.2.1 Standardization Ideas Survey Suggestions?**

**\*5 minute break\***

**7. Unfinished Business**

**7.1 RSA Employee Handbook (discussion and possible action) – AED, HR Fit**

We started working on this 7-8 months ago. Started with RAILS handbook and several RSA member libraries handbooks and pieced them together. Kendal & HR Fit have reviewed, as well as legal review. Aim was to try and be as consistent as possible and not make massive changes, unless unavoidable. Handbooks are foundational documents. RSA will now become too small for FMLA. That is one of the largest changes.

**7.1.1 Handbook summary sheet**

Prepared by HR Fit.

**7.1.2 RAILS vs RSA benefits overview sheet**

Prepared by Antony Deter. Health, Dental, Vision insurance will still be purchased via LIMRICC. Changes may be made depending on what they decide.

Question: Why is there no additional benefit for years of service? It was felt that was not a budgetary item that RSA wanted to continue to support. Other benefits are available, but not additional monetary bonuses.

Question about medical legal cannabis use section? Regular use provision, makes sense. 15.4 is the section in question.

Via HR Fit – attempting to follow the American Disability Act. Not saying no to medical marijuana. Would be approved. Medical cannabis vs legally disabled. Allows for accommodations. Employees would have to follow the ADA process for those accommodations.

Genna mentioned a couple of typos/grammatical issues. Formatting issues. (Pg 45 and 58)

### **7.1.3 Draft Handbook**

Motion by L GOOD, seconded by A SCHAFFER

THE RSA EMPLOYEE HANDBOOK TO BE AFFECT 1 JAN. 2025 BE APPROVED  
WITH MINOR GRAMMATICAL CORRECTIONS

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

Suggested it be brought back for review to the board regularly to include updates of state statutes.

Next step: succession plan for if something happens to top of organization?

### **7.2 Finished removal of paid bills older than 2020 (discussion only) – AED**

This has been completed. Removed about 9 million paid bills. It took 2 hours for the report to just count the bills prior to this work. Much quicker now.

### **7.3 RSA Day Committee Creation (discussion and action requested) – President**

#### **7.3.1 Approve RSA Day Charter**

#### **7.3.2 President appoints Board Member to committee**

Larisa Good (WCDL)

#### **7.3.3 Next Steps: President appoints six members staff members to committee and appoints committee chair**

Alissa Williams (Morton PL) Chair, Jenny Sevier (Peoria PL), Michael Bauman (Toulon PL), Laura Warren (Fondulac DL) with two open spots.

#### **7.3.4 RSA assigns one or more staff liaisons to the committee**

Sara Naslund

#### **7.3.5 RSA creates RSA Day Committee page in Support Site About menu**

Motion by B MOCK, seconded by C LAU

THE ESTABLISHMENT OF THE RSA DAY COMMITTEE BE APPROVED

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

**8. New Business**

**8.1 Hometown Community Banks Account Updating Motions (action requested) – AED**

**8.1.1 Approve accounts to have updated EIN (39-3333980)**

(note: motion includes former EIN 32-0336165 and new EIN 39-3333980)

Motion by B DUTTLINGER, seconded by R YOUNG

APPROVAL OF CHANGING FORMER EIN 32-0336165 TO NEW EIN 39-3333980

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

**8.1.2 Remove Laura Keyes as check signer; approve updated Check Signers and Account Managers List**

Motion by B MOCK, seconded by A SCHAFER

REMOVAL OF LAURA KEYES AS CHECK SIGNER AND ADDING CHRISTIE LAU AS CHECK SIGNER ALONG WITH THE ACCOUNT MANAGERS AND JENNY JACKSON, BETH DUTTLINGER AND GENNA BUHR

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

**8.1.3 SIGN BANK FORMS AS REQUIRED (as directed by AED)**

Completed.

**8.2 Approve updated Freedom of Information policy (discussion and action requested) – AED**

Remove staff names from organizational chart, just have job titles. Page 2 – left out the word “list.” Remove Chantel and add Samantha.

Motion by C LAU, seconded by R SEABORN

THE UPDATED FREEDOM OF INFORMATION POLICY BE APPROVED WITH THE REVISIONS OF ADDING “LISTS” ON PAGE 2, STAFF NAMES REMOVED FROM ORGANIZATIONAL CHART, UPDATE BOARD MEMBERS AND ADD AGENDA TO BOTTOM OF PAGE 4

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

**8.3 Approve updated Sharing and Holds policy (discussion and action requested) – AED**

Overlooked that there was an additional policy addressing Holds. That policy has now been folded in. (Item Renewal and Hold Shelf Policy)

Motion by B MOCK, seconded by S FREED

THE UPDATED SHARING AND HOLDS POLICY BE APPROVED

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

**9. Board & Member Library Development - President**

**9.1 Board Member Comments or Projects in your library (discussion only)**

Summer Reading is OVER!

**10. President's Time, Additional Public Comments, and Agenda Building for 4 September meeting at Henderson County Public Library (discussion only)**

Board meeting 6 November was slated for Dunlap and is no longer an option. We will go to Farmington Area PL instead.

Will be a vote for next meeting to change April 2026 meeting at Brown County as well due to PLA. Discuss next meeting.

Would like remaining board locations and dates added to the agenda.

Motion by R YOUNG, seconded J JACKSON

THE MEETING BE ADJOURNED

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

**11. Adjourn – President (1:20PM)**

4 September 2025 – (Henderson County Public Library)

6 November 2025 – (Dunlap Public Library)

8 January 2026 – (Marquette Heights Public Library)

5 February 2026 – (Lillie M. Evans Public Library)

2 April 2026 – (Brown County Public Library)

7 May 2026 – (Warren County Public Library, Monmouth Branch)

4 June 2026 – (Carlock Public Library)

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