



RSA BOARD MEETING MINUTES
Thursday, 5 June 2025 | 11:00 AM
Carlock Public Library, 202 E. Washington St., Carlock IL 61725

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:02 AM on Thursday, 5 June 2025, at the Carlock Public Library.

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

Beth Duttlinger, Yesenia Lambert, Larisa Good, Amanda Shaffer, Cindy Boehlke, Christie Lau, Bobbi Mock, Richard Young, Tel Sisco and Genna Buhr
Absent: Jenny Jackson

1.2 In-person quorum: adopt motion allowing members to participate via Zoom due to an OMA approved reason preventing physical attendance (action requested) – President

Motion by B DUTTLINGER, seconded by R YOUNG

MEMBERS BE ALLOWED TO PARTICIPATE VIA ZOOM

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

Zoom participation sites:

- **Laura Keyes – Dunlap Public Library, 302 S. First St., Dunlap IL, 61525**

1.3 Roll call of RSA Board Members participating via Zoom - Note Taker

Laura Keyes

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

2.1 In person

Kendal Orrison (RSA), Antony Deter (RSA) and Sara Naslund (RSA)

2.2 Zoom Location Guests

N/A

3. Agenda adoption (action requested) – President

Motion by B MOCK, seconded by Y LAMBERT

THE MEETING AGENDA BE APPROVED

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

4. Consent agenda (action requested) - President

4.1 Approve Board meeting minutes: 4 April 2025

Clarification for April Minutes. Set the dates & locations for future meetings. Are those on the website? Yes: Listed on Board page on website as well as a separate document.

Board meetings going forward will start at 11:30 – with idea that lunch would start at 11 and meeting start at 11:30 (starts at August meeting).

4.2 Accept Financial Reports: March & April 2025

4.3 Accept Check Register: March & April 2025

Motion by L GOOD, seconded by A SHAFFER

THE CONSENT AGENDA BE APPROVED

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

5. Reports

5.1 RSA Departmental Reports - RSA Staff

Kendal received documentation that specifies the termination of the RSA Non-Profit and beginning of RSA III from IRS and a letter from our lawyers about attempts to contact IRS. Worst case scenario, in late July we need to have an EIN. We can get that if we give them a “responsible parties” SS number. If we don’t get EIN, we can use Kendal’s SS number to get things rolling.

Hamilton PL and Camp Point PL and a new branch of North Pike PL have all received RAILS automation grants. All three have been assigned system codes and are in initial stages of getting them set up.

Employee handbook will be brought to the board in August.

Antony ordered an upgrade to RSACat.

Will this affect custom tabs? We will be doing a lot of the customization work.

Update on cyberattack: many library catalogs were hit by people sending open searches to the catalogs and the spam was overwhelming the systems. All the attacking IP’s were blocked and once that happened, the attacks stopped.

The CMC backlog project for cataloging is done. OTRS helpdesk can now be completely turned off. We haven’t used that since 2020.

Ionos email switch has been fairly seamless. Updated documentation will be forthcoming.

5.2 Directors Advisory Committee (DAC) – President

Met May 14th. A lot of that meeting was reviewing board documentation and survey results.

5.2.1 Appointments to fill expiring DAC seats

Amy Gee (Carthage) is getting ready to start a construction project and asked to resign.

Appointing Amy Harris (Alpha Park) to the DAC.

5.2.2 Tasks for July DAC meeting?

Will gather more information from the rest of this meeting.

6. Unfinished Business

6.1 FY26 Board Election Results – Exec Dir

Board election had 49 valid votes and 2 people voted twice.

Public Library under 2k: Samantha Freed (Clayton PL)

Central Regions: Genna Buhr (Fondulac DL)

Southern Region: Kathleen Helsabeck (Quincy PL)

Board Member library rebates will be done before end of fiscal year

6.2 Holds Limits in systems Update – Exec Dir

Completed a few days ago and will go out with the June newsletter. People profiles get 50, Institutions get 100, Systems get unlimited.

6.3 Sharing and Holds Policy (discussion and possible action) – Asst Exec Dir

Combines 3 existing policies on sharing and holds. Polished based on previous feedback. Has been shared with the DAC and the policy forums.

Motion by C BOEHLKE, seconded by C LAU

THE SHARING AND HOLDS POLICY BE APPROVED

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

6.4 RSA Expectations Project Overview Document (discussion and possible action) – Exec Dir

Slightly updated since first shown in Feb.

Specific expectations are being addressed in updated policies/procedures.

Listed Core Principals in document with accompanying actionable verbiage. Added conclusion.

Will be ongoing edit as policies get updated going forward.

Add it to schedule of policies to be reviewed, to keep it updated. Nothing within the content of the document.

Motion by B DUTTLINGER, seconded by R YOUNG

ADOPT THE RSA EXPECTATIONS PROJECT OVERVIEW DOCUMENT AS
PRESENTED WITH APPROVAL FOR MINOR UPDATES AS REQUIRED

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

6.5 IMRF Membership Next Steps: Board Resolution, Appoint Authorized Agent Resolution (action requested)

3 things need approval:

Certification of internet wage reporting,

Board Resolution

Appointing an authorized agent

A Deter has signed up for all 3 IMRF training and RAILS will write up a letter of support.

Motion by L KEYES, seconded by B MOCK

APPROVE THE BOARD RESOLUTION AND THAT ANTONY DETER BE
APPOINTED THE AUTHORIZED AGENT FOR IMRF

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

****Break 11:55 - 12:09****

7. New Business

7.1 Review and appoint check signers (discussion and possible action) – President

None of previous check signers are leaving the board this year. Appoint the following members as check signers: Genna Buhr, Beth Duttlinger, Jenny Jackson & Laura Keyes.

Motion by R YOUNG, seconded by L KEYES

THE FY25 CHECK SIGNERS BE APPOINTED FOR FY26

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

7.2 Rebates to Libraries with Members on the Board (discussion only) – Exec Dir

Get rebate once the service year is over. All checks will be cut and mailed next week. Will be in your libraries name. Auditor and lawyer said mail check and not give discount.

7.3 Approve RSACat Mobile 2 app privacy policy (discussion and requested action) – Exec Dir

Is a requirement for all Apps in the App Store.

Anything that individual libraries will have to link or answer to?

No because it only covers data in the app.

Motion by L GOOD, seconded by B DUTTLINGER

THE RSACAT MOBILE 2 APP PRIVACY POLICY WITH THE REVISION TO
INCLUDE THE CORRECT APP IDENTIFIER BE APPROVED

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

7.4 Bibliographic Database Policy Draft (discussion and requested action) – Asst Exec Dir

Standards are still good but Erica would like to be able to update them as needed. This gives the Cataloging department the ability to make revisions. Also answers the questions of why do we have to follow these standards.

Motion by Y LAMBERT, seconded by C LAU

THE BIBLIOGRAPHIC DATABASE POLICY BE APPROVED

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

7.5 Lost Materials Policy Draft (discussion and requested action) – Asst Exec Dir

Matching document to the Damaged Material Policy. Only applies to materials belonging to other libraries. Procedure is already available on website.

Motion by B MOCK, seconded by Y LAMBERT

THE LOST MATERIALS POLICY BE APPROVED

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

7.6 Remove all PAID bills older than 5 years (discussion and requested action) – Exec Dir

Some history of paid bills is good to have. About 5 years worth. This will speed up the system when we run reports.

Patrons will only see if in RSACat they have checked Show Paid Bills.

Anything 2019 and previous would be removed. Paid in full bills only.

This will be rolled into the State Library's documentation retention policy?

Right now we are not covered by the State Libraries documentation retention policy.

7.6.1 At least 9.5 million bills that BCA can count back to 2010. Plus 2008 & 2009 that BCA can't count.

7.6.2 Running the Symphony Count Bills report slows the system to a crawl and broke SIP port connectivity.

Motion by A SHAFFER, seconded by C LAU

THE DELETION OF ALL PAID BILLS PRIOR TO 2020 BE APPROVED

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

7.7 Convert RSA Day Committee into Board Sub-Committee? (discussion only) – President

The committee is a volunteer committee and would like to become a Sub-Committee and have a board representative on it.

DAC is the only named committee in the by-laws but board can establish whatever committees they want.

The current committee is 5 library members and 2 RSA staff.

Once the board liaison is appointed, how do others get on the committee?

Model after DAC. Can report back to committee what the board is thinking.

Will make it more formal, get a feedback loop. It will have to follow OMA.

This will give more opportunity for people to attend. Larissa is interested.

Next meeting 9:15am, Tuesday, August 5th at Fondulac DL.

Makes sense to have end of appointment in May/June. 2 year appointment and stagger appointments. Term limits 6 years. Follow

Push creation of committee to August.

Will need to create a charter.

Committee will choose who is chair.

Quorum is 4.

OMA certificates to RSA.

Ideally committee chair is the agenda builder. RSA Staff will be posting minutes on website.
RSA Day Wednesday April 8th at Spoon River Outreach Center in Macomb.

7.8 Thank you for your service

- **Cindy Boehike – Prairie Skies PLD**
- **Chantel Sisco – Danvers Township Library**

8. Board & Member Library Development - President

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

Cindy – two new gardens at library in Ashland. School kids have a garden club that take care of them. Community flower and veg gardens.

Dunlap had 350 people at their summer reading kick off.

Beth LME is starting up Music in the Square series tomorrow. First time since Covid that food trucks will be there.

Fondulac Music in the Park starts tomorrow. CEFCU allowed them to be an insert in their paper notices for all East Peoria people. City started pouring for splash pad.

9. President's Time, Additional Public Comments, and Agenda Building for 7 August meeting at Midwest Central CUSD, High School Library (discussion only) – Note: lunch at 11, meeting starts at 11:30.

Kendal will not be at the next meeting.

April 2nd board meeting next year coincides with PLA. It will be Minneapolis. Will look at rescheduling the April meeting at a future Board meeting

Motion by B DUTTLINGER, seconded L GOOD

THE MEETING BE ADJOURNED

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

10. Adjourn (1:17 PM)

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.

Minutes compiled by: Sara Naslund RSA Member Services Coordinator

Minutes approved by: RSA Board of Directors