



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
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RSA BOARD MEETING MINUTES
Thursday, 3 April 2025 | 11:00 AM
Lillie M. Evans LD, 207 N. Walnut, Princeville IL 61559

1. Welcome and Call to Order

G Buhr, Board President, called the meeting to order at 11:04 AM on Thursday, 3 April 2025, at the Lillie M. Evans Library District.

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

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

2. Recognition of guests, public comments, and announcements

2.1 In person

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

3. Agenda adoption (*action requested*)

Motion by R YOUNG, seconded by B DUTTLINGER

THE MEETING AGENDA BE APPROVED.

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

4. Consent agenda (*action requested*)

4.1 Approve Board meeting minutes: 6 March 2025

4.2 Accept Financial Report: February 2025

4.3 Accept Check Register: February 2025

Motion by B MOCK, seconded by L KEYES

THE CONSENT AGENDA BE APPROVED.

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

5. Reports (*discussion only*)

5.1 RSA Departmental Reports

Confirmed: ROWVA, E Peoria HS, Stark County Schools (both branches) Eureka CUSD (both branches) leaving at the end of the year.

Hamilton and Camp Point RAILS Automation Grants have been signed.

IMRF is returning check because all RSA staff exist in IMRF already. We are into the next step, involving lawyers. MissionSquare and Limerick are done and ready to go.

We are 98% finished setting up all the library accounts with IONOS so we can stop using the Gmail accounts. Those accounts will go out around the end of April. After the IONOS accounts are set up, the Gmail accounts will be turned over to the libraries for ownership. Is there a second option for a payroll system is PayCom doesn't respond? Yes, we are looking but would like to stay with PayCom.

RSA will be wearing matching shirts at RSA Day. DAC Bug Us cards are done. Cataloging and Ops are plugging away. All public libraries Parameter Parties are completed.

5.2 Directors Advisory Committee (DAC)

March 12th at Peoria Public Library. Updated on state of transition. Got some volunteers for the nominating committee. Went over Jan. and Feb. surveys.

Themes: happy with services received, biggest concerns are costs and Workflows. Interest in streamlining and standardization.

6. Unfinished Business

6.1 FY26 Board Volunteers & Nominating Committee Updates

Nominating Committee is filled and nominations are being accepted. Only one applicant so far. Kendal will be putting out weekly emails asking for nominations.

6.2 FY26 Budget Approval (*action requested*)

Budget has been reworked to reflect staffing date change and is final. Incorporates staffing level of 10 employees in RAILS and 12 employees in RSA standalone.

Budget is about as lean as it is going to get.

Pay grade chart is included – ED is not included in that pay chart. Going forward will have a line that says ED is set by Board.

Motion by L KEYES, seconded by C LAU

THE FY26 BUDGET BE APPROVED.

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

6.3 FY27 eRead IL Membership (*discussion and possible action*)

6.3.1 What could RSA offer to schools, specials, academics and the few non-ADML publics

RSA pays for eRead for all RSA libraries. We wanted to get eRead for schools. Is that money better off used to support a different platform?

eRead focuses on popular titles and they try to keep hold waits down. Patrons prefer the ADML experience.

Right now, our licensing with Overdue only allows for public libraries. But as of two years ago, OverDrive said it would be possible to move all RSA over to ADML.

Can ADML afford to purchase enough School and JUV materials to make that option work?

Or should RSA continue to pay for eRead?

Operations team have been pushing eRead and scoping to schools during parameter parties.

Boundless app is not very user friendly. Could we ask for B&T to improve the app?

Let it ride for a little while. If the budget becomes too problematic, then we have another discussion.

Should the ADML Selection Committee/RSA Staff do an RSA Day program about digital apps? We'll do a survey to see.

6.4 JUV/YA/Other Profile Hold Limits Revisited (*discussion and possible action*)

Did research – holds are not being abused. Ran in November, only 24 users in the entire system with 20+ holds. Most were homeschoolers. Initial questions – can we increase JUV hold limit to match ADULT limit?

Survey results: most people want one amount for all profiles (excluding specialty profiles) 30-50 most popular.

Motion by B MOCK, seconded by C LAU

CHANGE ALL HOLD LIMITS CURRENTLY SET TO 15, 25 OR 30 and STAFF-DEF TO 50, and CHANGE FACULTY, HOMESCHOOL AND ALL UNLIMITED PROFILES TO 100 BE APPROVED

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

Current unlimited holds cards will be reviewed by RSA staff: LIBUSE, LIBRARYUSE, L-USE-NCNT, OUTREACH, BOOKCLUB, INST.

General Idea: “People” get 50 holds, Organizations get “100” holds, “System Use Cards” get Unlimited

Kendal will set up monitoring reports and let Board know if there are any issues.

6.5 Damaged Materials Policy & Procedure (*discussion and possible action*)

Minor edits to the procedure document were suggested. The Policy was fine.

Motion by B MOCK, seconded by R YOUNG

THE DAMAGED MATERIALS POLICY BE APPROVED

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

7. New Business

7.1 FY26 Meeting Dates, Times, Locations (*discussion and possible action*)

9 July DAC	Location: TBD at next DAC meeting
7 Aug Board	Location: Midwest Central CUSD
4 Sept Board	Location: Henderson Co
8 Oct DAC	Location: IVH
6 Nov Board	Location: Dunlap

10 Dec DAC Location: Fondulac
8 Jan Board Location: Marquette Heights
5 Feb Board Location: Lillie M Evans
11 Mar DAC Location: TBD at next DAC meeting
2 Apr Board Location: Brown County PL
7 May Board Location: Warren County PL
4 Jun Board Location: Carlock

Start Board meetings at 11:30

Motion by L KEYES, seconded by L GOOD

FY26 BOARD MEETING DATES, TIME AND LOCATIONS BE APPROVED

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

7.2 Lost and Missing Item Payments History and Current Practices (*discussion only*)

Original question came from line in the new Damaged Materials policy: "item is lost and damaged and not paid for by the patron, the item owning library will absorb the cost."

Question was asked about creating invoices to bill libraries for lost items received from other libraries, whether patron pays or not.

Is this expected business practice for being part of a consortia?

Go back to library expectations. Add language into the Holds policy to address this. Must be willing to bill patrons, if are expecting to receive payment from other libraries. Be explicit about the expectation.

7.3 Item Retention Policy Draft (*discussion only*)

Matching the User Retention Policy. Items included in Antony's email to libraries. Accept that this stuff is nonexistent.

This would allow items not attached to a patron to be cleared out.

Clearing out old bills? Some history is nice, particularly with a problem patron. Paid in full bills for 5 years would be nice.

2 years for Missing. Temp records for ILL items will be 15 months.

Who is doing this action?

Create a Jotform to send out to the masses about minimum time requirements for deletion.

7.4 Holds and Sharing Policy Draft (*discussion only*)

Change name to Sharing and Holds Policy.

Smashing of 3 current Hold/Reciprocity policies. Add expectations from 7.2.

Expand on Holds and Sharing section, sentence 2 to better clarification.

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

8.1 Board Member Comments or Projects in your library

None.

9. President's Time, Additional Public Comments, and Agenda Building for 5 June meeting at Carlock PLD (*discussion only*)

No meeting in May. DAC meeting in May. May 14th at Brown County PL

Motion by Y LAMBERT, seconded by R BROWN

THE MEETING BE ADJOURNED

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

10. Adjourn (2:34PM)

Minutes compiled by: Sara Naslund, Member Services Coordinator

Minutes approved by: RSA Board of Directors