

## RSA BOARD MINUTES

Thursday, 4 September 2025 | 11:30 AM

Henderson County Public Library - 110 Hill Crest Dr, Biggsville, IL 61418

### 1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:30 AM on Thursday, 4 September 2025, at Henderson County Public Library.

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

Beth Duttlinger - yes  
Yesenia Lambert - yes  
Larisa Good - yes  
Jenny Jackson - yes  
Amanda Shaffer - yes  
Rebecca Seaborn - yes  
Christie Lau - yes  
Bobbi Mock - yes  
Richard Young - no  
Samantha Freed - yes  
Genna Buhr - yes

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

#### 2.1 In person:

Kendal Orrison (RSA), Antony Deter (RSA), Patty Kweram (RSA)

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

Motion by B. Duttlinger, seconded by B. Mock

THE MEETING AGENDA BE APPROVED

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

### 4. Consent agenda (action requested) – President

#### 4.1 Approve Board meeting minutes: 7 Aug 2025

#### 4.2 Accept Financial Reports

#### 4.3 Accept Check Register for July 2025 of \$97,929.77

Motion by C. Lau, seconded by A. Shaffer

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER FOR July 2025 FOR \$97,929.77 BE APPROVED

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

## 5. Reports discussion

### 5.1 Departmental Reports - RSA Staff

#### Membership:

Illini Bluffs HS may withdraw but missed window, but probably by the end of the year.

Mason Memorial has patron barcodes. Training is scheduled and then will be live to circulate.

Hamilton PL is close to getting item barcodes. They had the basic cataloging call and then will have live cataloging training.

Camp Point has started cataloging.

North Pike branch is still working on their space.

#### Independence:

EIN done.

IMRF – RSA should've been on their consent agenda last Friday.

Will look at any additional insurance needs. Looking at local (Peoria-based) healthcare options for the future. It may be cheaper with better coverage.

Will be using Paylocity software

We thank you for approving the staff handbook last meeting.

We missed the birthday day off; will add that back. We have a running list of questions/concerns for the next time we do revisions. We should review every 6 months to ensure we add/modify/remove things especially related to changing IL laws.

MS Office licenses needed, working on it now.

Audit is ongoing. They will probably zoom into the November meeting.

Erin Roberts retired.

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

#### 5.2.1 Upcoming DAC committee opening

There will be an opening after the next meeting, due to Cindy Maxwell's retirement.

There will be surveys about areas where we could do some standardization, in light of 2027 migration to new system, or "clean" in place Sirsi system migration.

### 5.3 RSA Day Committee – President/L Good

#### 5.3.1 Appointments to Open Positions

Meeting schedule and times have been set.

S. Naslund (RSA) sent out call for proposals.

The next few meetings will be reviewing proposals.

Will have a meeting on site at Macomb before RSA Day, which will be held there.

A staff member at Brown County is interested in the opening, not sure if there is any other interest. The Board President will gather all volunteers and appoint someone. Note, the committee was looking for another circ person.

## 6. Unfinished Business

### 6.1 Staffing Timelines & Updates (discussion only) – ED

New positions will be advertised starting next month.

In November we will be selecting who to look at and schedule interviews.

2 Jan 2026 (Friday) existing staff will start, new staff will start no earlier than 5 Jan 2026.

25% of staff will be brand new in January. What should we tell them about the culture at RSA?

We went back to core principles: how RSA staff support members with core principles of

reciprocity and then created the RSA Staff Expectations document and a staff evaluation system. It will be the basis for everything we do.

## **6.2 Updated Board Meeting Calendar (discussion and action requested) – President**

Motion by B. Duttlinger seconded by B. Mock

### THE BOARD MEETING CALENDAR BE APPROVED

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

## **7. New Business**

### **7.1 Preview RAILS FY27 LLSAP Support Grant Application & Data (discussion only) – ED**

The grants changed a lot this year. Allocation methods are the same, based on rolling 3 year average.

Need to contact Schools for FTE and collection budgets.

Application for Legacy Services Supplement – we used to get staff support from RAILS, this is what is going away at the end of the year. We'll still get financial services and building space from RAILS. We pay for these services from RAILS. Use of Printers and Wi-Fi is part of the building rent.

Calendar year 28 we may need to look at new facility to accommodate more staff.

### **7.2 Review RSA Savings Distribution (discussion) – ED**

Review savings distribution; no changes needed at this time. Also reviewed the cost to add 1 or 2 new staff positions in calendar 2026. We have enough savings to draw down a bit for additional staff as we 'banked' 3 or 4 years of 3 extra staff members in 2019-2022 that we never hired.

Does RAILS think we have too much working cash in our checking account? No.

RAILS didn't think we needed to make changes to the banking setup at this time.

Projected savings at end of year is \$5M. There is a ton of money because of money not spent on new projected staffing from covid, and from money not needed for Independence project, not spent on migrations, etc.

RSA staff should be 15 people. Can we afford to hire 1-2 more people in FY 27? Yes. Need to keep \$2M in there for future migration or something else. We'll need 1 additional cataloger type staff member and maybe someone to do something like an Operations Manager to oversee all the various projects in RSA start to finish.

We are hiring and are budgeted for 3 positions in FY26: office/marketing coordinator, systems and data analyst, and an entry level cataloger.

Cataloging department and staff descriptions will change to Bibliographic Services.

Circ/systems/reports department and staff descriptions will become Library Services.

#### **7.2.1 Additional Staff for FY27?**

2 new positions mocked up into the draft FY27 budget.

Calendar year 2027 is when we need to start the 2 new positions. Exact positions would be determined in the last quarter of calendar 2026.

**7.3 PII policy (discussion and action requested) – AED**

Beth asked about the hold wrapper wording. Added "...viewable by the public..."

Motion by R. Seaborn seconded by S. Freed

THE PII POLICY BE APPROVED

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

**7.4 Prohibited Items Policy (discussion and action requested) – ED/AED**

The policy prohibits cataloging Advanced Readers Copies and pirated items. Erica has created documentation on identifying and handling these items. Beth asked about combining "Promotional/Display only". Antony suggested wording to that effect.

Motion by Y. Lambert seconded by J. Jackson

THE PROHIBITED ITEMS POLICY with changes BE APPROVED

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

**7.5 Establish RSA Organizational & ED Goals for next 12 months (discussion and action requested) – ED**

Going forward, the board will be creating goals for the Executive Director.

Current goals are mostly self evident this year and include everything on the draft Board packaging document including:

We have to hire staff and fill open positions.

Succession planning: get the plan out of Kendal's head into documentation. Plan has been ongoing with Antony for 2 years.

Documentation index and fee structure was part of succession plan for Antony.

Learning about RSA - the organization.

Migration will build knowledge, even if it's an in-place migration.

We also need a board level succession plan.

Motion by J. Jackson seconded by A. Shaffer

THE RSA ORGANIZATIONAL AND EXEC DIRECTOR GOALS BE APPROVED

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

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

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

No comments.

**9. President's Time, Additional Public Comments, and Agenda Building for the 6 November meeting at Farmington Area Public Library (discussion only)**

No discussion.

**10. Upcoming FY26 Meeting Dates (discussion only) – President**

- 8 Jan 2026 – Marquette Heights PL
- 5 Feb 2026 – Lillie M. Evans PL
- 9 Apr 2026 – Brown County PL
- 7 May 2026 – Warren County PL, Monmouth Branch
- 4 June 2026 – Carlock PL

**11. Adjourn (action requested) – President**

Motion by B. Duttlinger seconded L. Good

THE MEETING BE ADJOURNED

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

Meeting adjourned at 1:23 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator

Minutes approved by: Board of Directors on November 6<sup>th</sup>, 2025