



Resource Sharing Alliance  
715 Sabrina Drive  
East Peoria, IL 61611  
866-940-4083

**RSA BOARD MEETING MINUTES**  
**Thursday, 8 January 2026 | 11:30 AM**  
**Marquette Heights Public Library – 715 Lincoln Rd, Marquette Heights, IL 61554**

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

G Buhr, Board President, called the meeting to order at 11:32 AM on Thursday, 8 January 2026, at Marquette Heights Public Library.

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

Beth Duttlinger - Present  
Larisa Good - Present  
Jenny Jackson - Present  
Amanda Shaffer - Present  
Rebecca Seaborn - Present  
Christie Lau - Present  
Richard Young - Present  
Valerie Simmons - Present  
Samantha Freed - Absent  
Genna Buhr - Present

**1.2 In-person quorum: adopt motion allowing members to participate via Teams if they meet OMA rules preventing physical attendance (action requested) – President**

Motion by J Jackson, seconded by C Lau

TO ALLOW MEMBERS TO PARTICIPATE VIA TEAMS BE APPROVED

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

**Teams participation sites:**

- **Bobbi Mock, IL Veterans Home, 1707 N 12<sup>th</sup> St, Quincy IL 62301**

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

Bobbi Mock - Present

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

**2.1 In person:**

Kendal Orrison (RSA), Antony Deter (RSA), Sara Naslund (RSA), Laura Spires (RSA), Lauren Heck (Galva Public Library)

**2.2 Teams Location Guests:**

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

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) - President**

**4.1 Approve Board meeting minutes: 6 Nov 2025**

**4.2 Accept Financial Reports (October & November)**

**4.3 Accept Check Register for Oct 2025 for \$49,239.38 and Nov for \$27,711.94.**

Motion by B Duttlinger, seconded by A Shaffer

THE MEETING MINUTES, FINANCIAL REPORTS, and CHECK REGISTER FOR  
OCTOBER 2025 FOR \$49,239.38 AND NOVEMBER 2025 FOR \$27,711.94  
BE APPROVED

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

**5. Appointment to fill empty Board seat for Western Region through 30 June 2026 (discussion and action requested) - President**

**5.1 Lauren Heck, Director, Galva Public Library District**

Motion by R Young, seconded by J Jackson

THE APPOINTMENT OF LAUREN HECK BE APPROVED UNTIL 30 JUNE 2026

Beth Duttlinger - Aye

Larisa Good – Aye

Jenny Jackson - Aye

Amanda Shaffer - Aye

Rebecca Seaborn - Aye

Christie Lau - Aye

Richard Young - Aye

Valerie Simmons – Aye

Bobbi Mock - Aye

Genna Buhr – Aye

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

**6. Reports (discussion and possible action)**

**6.1 Departmental Reports - RSA Staff**

Executive Director:

- Kendal asked – who approves your Director timesheets and time off requests? Directors answered unanimously that they do.
- Palace Project – live for all libraries. No integration to the website like Baker & Taylor, but Palace Project has expressed interest in working with them to make this happen.
- Firewall project – firewall has been steady. Last of the Sisco vulnerabilities have been turned off (AnyConnect). Mobile libraries have been set up in BlueCloud circulation so that they can circulate on the go.
- New phone number – should show up as a local 309 number. It shows up as Anonymous on some caller IDs.

Cataloging:

- No updates outside board packet.

Library Services:

- No updates outside board packet.

**6.1.1 Updated 2026 Expense Reimbursement Sheet**

Sent to all board members. Gas mileage reimbursement rate went up. Paper copies are available as well.

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

12/10/25 at Fondulac DL – documentation review is mostly done. Library Services team will be reviewing the videos on YouTube in 2026. DAC is making a Standardization Working Group sometime this Spring. Will be asking for volunteers. As of December, RSA staff have done 77 in person site visits in the last 6 months. Survey will be going out about a potential RSA Directors Day.

**6.3 RSA Day Committee – President/L Good**

1/8/26 at Fondulac DL – finalized schedule for the date. Filled the last session openings with a Q&A session with delivery, themed roundtables and a standardization session with Antony. Registration will close on March 27<sup>th</sup>. February meeting was canceled. April 8<sup>th</sup> in Macomb at the Spoon River College Outreach Center from 9:30-3.

**7. Unfinished Business**

**7.1 RIP'ing into the new year – Staff Transition Updates (discussion and potential action) – ED**

- Included office preparation are Microsoft Office change over and staff drive file transfer. We have fully changed over computers and emails. Only technology thing left is setting up new computer monitors.
- Emails being sent to old RAILS email addresses are largely going unseen by staff.
- Payroll will be done for the first time next week on Tuesday.
- Monday the 5<sup>th</sup>, the three new staff members, Laura, Mason and Zac all started.
- We still haven't finished the vehicle transfer. RAILS board meeting is on 23 January, to approve the selling of the cars to us.
- Kendal will be working with Mason on reports. Erica is working with Zac on cataloging. Laura has started going through files in Kendal's office.

Q: Will you send out an email with all the personal emails on them?

A: We probably won't b/c we don't want libraries to, in general, email us personally for issues that should be going to the Helpdesk. Updated addresses are on the website.

## **7.2 FY27 Draft Budget Decisions (discussion and action requested) – ED**

Board approved the RSA pay scale in April of 2025. This is a mirror of the RAILS pay structure. Best practice is to increase pay scales with cost of living each year, so employees don't get capped out in their scale.

(Option 1) 2.8% COLA increase for 2027 or (Option 2) 3% for FY26 and then 2.8% for 2027.

Option 1: Ignore the year we missed and just do 2.8% on the pay scale for 2027.

Option 2: Do the pay scale for 5.8% on the pay scale for 2027 to reflect two years.

Decisions we will make will go into effect on 1 July for the new fiscal year. This is not an increase in the salary of the staff. It's the pay scale.

Motion by B Duttlinger, seconded by C Lau

THE APPROVAL OF THE PAY SCALE BE RAISED 3% FOR FY26 AND 2.8% FOR  
FY27 WITH BOTH INCREASES FOR FY27 TO REFLECT THE COST-OF-  
LIVING INCREASE BE APPROVED

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

### **7.2.1 Update Staff Pay Grade Chart w/ annual increases?**

### **7.2.2 Staff COLA increase for FY27?**

RAILS board previously approved the COLA increase. Does RSA Board need to do so?

RSA Board has approved the budget, so as long as ED stays within the salary line on the approved budget, Board does not see/approve the increases.

We believe the Employee handbook only mentions COLA increases, but would need to check.

## **7.3 Database Records Deletion Policy Draft (discussion and action requested) – AED**

Not policing libraries, just trying to clean out old records. Would replace/supplement the Expired User Accounts policy. Some will be automatic. If it involves patrons or items, we will email libraries to let them see the list before we remove anything.

*Add under "User Records": These records are to be deleted by the member library. RSA Staff may be contacted for support.*

*Add a procedure to include what to do and report suggestions.*

Motion by C Lau, seconded by A Shaffer

THE DATABASE RECORDS DELECTION POLICY BE APPROVED WITH  
FOLLOWING LINE: "THESE RECORDS ARE TO BE DELETED BY THE  
MEMBER LIBRARY. RSA STAFF MAY BE CONTACTED FOR SUPPORT."

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

## **7.4 Prohibited Items Policy Draft (discussion and action requested) – AED**

Started life as the AI items policy and became an amendment to the Prohibited Items Policy.

Motion by J Jackson, seconded by R Seaborn

THE PROHIBITED ITEMS POLICY BE APPROVED

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

**\*Break 12:54 pm\***

**\*Returned 1:08 pm\***

## **8. New Business**

### **8.1 New Materials Item Types Policy Draft (discussion and action requested) – AED**

Oldest surviving RSA policy. Simplified version of the previous policy.

Intention hasn't changed; it just includes new house style and methodology.

DAC has not viewed.

Motion by B Duttlinger, seconded by R Young

THE NEW MATERIALS ITEM TYPES POLICY & STANDARD BE APPROVED

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

### **8.2 New Materials Item Types Standard Draft (discussion and action requested) – AED**

Included in above motion.

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

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

- Laura Keyes now works at the ISL and oversees the IPLAR. There are some changes coming up for next year and has some online classes about those changes. Would a DAC meeting be appropriate for her to attend? (March 11<sup>th</sup> at PPL North).
  - Antony will reach out to her about potentially attending the March DAC meeting.
- Kids from a split parent household – do we need to add something to the policy/procedure to clarify that this child is allowed to have two cards?
  - Sara will update the cheat sheet with this additional information.

## **10. President's Time, Additional Public Comments, and Agenda Building for the 5 February meeting at Lillie M. Evans Public Library (discussion only)**

## **11. Closed Session – President**

Motion by J Jackson, seconded by R Seaborn

TO ENTER CLOSED SESSION

Beth Duttlinger - Aye  
Larisa Good – Aye  
Jenny Jackson - Aye  
Amanda Shaffer - Aye  
Rebecca Seaborn - Aye  
Christie Lau - Aye  
Richard Young - Aye  
Valerie Simmons – Aye  
Lauren Heck - Aye  
Genna Buhr – Aye

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

**12. Actions in follow-up to closed session (possible action requested) [President]**

The Board came to consensus to close the closed session of the meeting.

Two action items from Closed Session:

Motion by B Duttlinger, seconded by R Seaborn

TO KEEP THE CLOSED MINUTES CLOSED

Beth Duttlinger - Aye  
Larisa Good – Aye  
Jenny Jackson - Aye  
Amanda Shaffer - Aye  
Rebecca Seaborn - Aye  
Christie Lau - Aye  
Richard Young - Aye  
Valerie Simmons – Aye  
Lauren Heck - Aye  
Genna Buhr – Aye

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

Motion by C Lau, seconded by J Jackson

TO INCREASE THE DIRECTOR'S SALARY BY 5%

Beth Duttlinger - Aye  
Larisa Good – Aye  
Jenny Jackson - Aye  
Amanda Shaffer - Aye

Rebecca Seaborn - Aye  
Christie Lau - Aye  
Richard Young - Aye  
Valerie Simmons – Aye  
Lauren Heck - Aye  
Genna Buhr – Aye

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

**13. FY26 Meeting Dates (discussion only) – President**

- **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**

Motion by A Shaffer, seconded by R Young

THE MEETING BE ADJOURNED

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

**14. Adjourn (action requested) – President (2:00pm)**

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