DIRECTORS ADVISORY COMMITTEE (DAC)
MINUTES - DRAFT
Wednesday, December 10, 2025 | 1:00 PM
Rooms 111 and 112, East Peoria Civic Complex, Fondulac District Library
400 Richland St, East Peoria, IL 61611

1. Welcome and Call to Order [Chair]
   - Roll call of DAC members at meeting location [Note Taker]
     Genna Buhr - yes
     Bobbi Mock - yes
     Amy Harris - yes
     Kristen Tortat - yes
     Randall Yelverton - no
     Rachel Ballenger - yes
     Noelle Thompson - yes

   - The in-person quorum must adopt a motion allowing the following members to participate via Zoom as they meet OMA rules preventing physical attendance (action requested)
     Zoom participation sites: None

   - Roll call of DAC members participating via Zoom [Note Taker]
     none

2. Recognition of guests, public comments, and announcements [Chair]
   - In person
     Kendal Orrison, Antony Deter, Patty Kweram, Alyce Jackson, Jenny Jackson, Alissa Williams

   - Zoom Location (None)

   - Other Zoom guests
     Barb Tarbuck
     Kit Layman
     Amy Gee
     Lori Priebe
     Lori Urban
     Mary Meaker

   - Recognition of Cindy Maxwell [Chair]
     Thanks for your time on the DAC. Happy retirement!

3. Agenda adoption (action requested) [Chair]

Motion to Adopt Agenda

Motion by B. Mock seconded by R. Ballenger

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

4. Approve DAC meeting minutes from 9 July (action requested) [Chair]

Motion to Approve DAC Minutes from 9 July

Motion by A. Harris seconded by B. Mock

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

5. Reports
- Chair's Report & New Taskings from the Board of Directors [Chair]
  none

- RSA Report [ED]
  - We are an official organization because we have tax exempt cert and an EIN.
  - Staff transitions on 1 JAN 2026.3 open positions have been filled and will start in early January.
  - Ordered new laptops.
  - Will start using new email addresses 1 JAN, including new helpdesk email. Old email will forward.
  - 866 phone number and after hours numbers should still work.
  - Firewall issue caused by a vulnerability in CISCO hardware. We bought a new firewall, (not CISCO), and we are building that out. Will put in Springfield as soon as it's ready and swap to new firewall as soon as possible. Next year we would like to run the firewall in the cloud. All libraries will have to change Workflows settings.
  - BLUEcloud Circulation (BCCirc) is being rolled out, especially for those using AnyConnect so they can use circulation functions.
  - New RSA libraries, Camp Point and Hamilton, can place holds using the SHARE-IL platform.

6. Unfinished Business
- Jan/Feb Director Survey (discussion and action requested) [Chair]

- o Documentation review project continues (discussion) [Deter]
- o Created a documentation index which keeps getting updated as we review and redo documentation. We are basically done with this project. We will continue to review and correct documentation.
- o Library services side will be reviewing and refreshing YouTube videos to make them match the documentation.
- o Antony offered training on using the website.
- o We have created documentation on BCCirc.

- Implementation / Beta Testing Individual Circulation accounts update (discussion) [Deter]
  - o Moving to individual accounts has been on RSA's to-do list for a while. BC Circ requires it. Already issued at least 1,175 Cataloger, Circulation, and BCA accounts (current and deactivated)
  - o Fondulac, Henry, and Astoria schools have been using BCCirc. It is ready for broader release. We reached out to AnyConnect libraries to see if they need BCCirc for outreach or bookmobile. We are onboarding them as they need.
  - o Revised backend creation, tracking, and removal procedures for individual accounts: BCA, WF Cataloger, WF Circulation, BC Circulation, and eventually BC Copy Cataloging.
  - o Member Libraries need to keep RSA informed of local staff additions or departures (email, phone, or form)
    - o Alpha Park PL is adding to their offboarding procedures informing RSA of staff departures. RSA encourages other libraries to follow suit.
  - o Individual WF Circulation & BLUEcloud Circulation account beta test in July (Fondulac, Henry PL and Astoria HS) – published documentation to the support site.
    Many existing PINs for individual cataloger accounts are not secure.
  - o Are there reports on activities at odd times? There are reports that can be run to show times of activities. There are no reports that would only flag when activities happen at odd hours.
  - o Managing individual circ accounts at the circ desk with multiple staff will be something that will need to be navigated at each library.
  - o RSA-wide rollout will be in phases starting with volunteers, 1 year+ expected. First phase is to Quincy, Normal and Henderson County in December to provide a replacement for AnyConnect in Outreach scenarios. Second phase will be 11 publics and 1 school starting in January.

- Database Records Deletion Policy (discussion) [Deter]

- o Replaces retention schedule for expired user cards. This policy is being combined with item and bill database cleanup. It is a board level policy, and the board requests DAC discussion.
  - o Removed 9 million paid bills from the database in 2025.
  - o Unpaid bills can be removed at any time, but only by the item owning library for item-owning library.
  - o Hold records removed after 18 months. This is already happening.
  - o Item records removed – 18 month is a standard.
  - o User records retention is unchanged from the existing policy from 2 years ago.
  - o Mending things removed in 18 months/3 years? If not mended in that long, why keep it? There aren't that many items in mending in the database.

- RSA Day committee was established by the Board as a subcommittee (discussion) [Chair]
  - o RSA Day is April 8, 2026, in Macomb.
  - o RSA Day committee is now an official subcommittee. They are finalizing the agenda for the day; registration opens on Monday. The Macomb location will suit our needs, including parking.

- Standardization: 2027 there will be either a system migration OR in-place migration Symphony to Symphony which provides an opportunity for standardization.
  - o Importance of role of DAC (discussion) [Deter].
  - o Will look at alternatives to Sirsi and get Sirsi's plan.
  - o Will consider creating a standardization working group.
  - o Standardization candidate: new library names – help with delivery issues
  - o Standardization candidate: item types in system. Do we need that many item types? Would generic ones help? Book1 – Book-5, Book-NC-1, BOOK-NH-1, etc.

7. New Business
  - Prohibited Items Policy (discussion) [Deter]
    - o The prohibited items policy is a new policy approved by the board in September. There was a request to add AI items to the policy. Yes, policy can go to the board.

  - New version of the Documentation Index (discussion) [Deter]
    - o Average age of documentation was 47 months; it is now an average age of 25 months.

  - Ongoing mandatory in person member visits, 18-month cycle (discussion) [ED / Deter]

- Towards a new Strategic Plan (discussion) [Deter]
    - We need a new strategic plan. The last one was derailed by covid. Independence has been our de facto plan until 30 JUN 2026. A new one will be needed to guide the direction of RSA.
    - Will you be hiring a consultant? Is there a budget? Currently RSA is pre-planning. We do have consulting money in the budget. The discussion will be added to the board agenda.

- RSA Directors Day – tentative Fall 2026 (discussion) [Deter]
    - RSA Day is front-line staff focused. Is there interest in one for directors? Do we need a new committee to plan? Will we do a Zoom? What is the intent, is it RSA specific?
    - Noelle went to DU 2.0. She would like a 3.0. She thinks there is a lot to learn from other directors.
    - We can call it RSA Directors Networking Group.
    - Add a track to RSA Day? A staff track and a director track, which may be difficult for libraries with small staff.
    - Create survey, including help organizing.
    - RSA Day for schools? RSA Back to School Day had become poorly attended. This is part of the reason we are doing mandatory in-person visits.

8. Committee Development (discussion) [Chair]
    - Committee Member comments and talking about projects in your library
        - Towanda library got a shoutout from author Jenn McKinlay and got baking items from Harlequin.
    - Guest comments and talking about projects in your library – no comments.

9. Additional Public Comments [Chair]
10. Chair's Time, Agenda building for 11 March 2026 meeting at Peoria Public Library North Branch [Chair]
11. Adjournment [Chair]

Motion to Adjourn

Motion by R. Ballenger seconded by B.Mock

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

Meeting adjourned at 3:02 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator
Minutes Approved by:

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.