



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

RSA BOARD MINUTES
Thursday, 5 February 2026 | 11:30 AM
Lillie M. Evans Public Library, 207 N. Walnut Ave., Princeville, IL 61559

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:40 AM on Thursday, 5 February 2026, at Lillie M. Evans Public Library.

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

Beth Duttlinger - present
Lauren Heck - present
Larisa Good - present
Jenny Jackson - present
Amanda Shaffer - present
Rebecca Seaborn – present
Christie Lau - present
Bobbi Mock - present
Richard Young – present
Valerie Simmons - present
Genna Buhr – present
Samantha Freed – Absent

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

2.1 In person:

Kendal Orrison (RSA), Antony Deter (RSA), Laura Spires (RSA)

3. Agenda adoption (action requested) – President

Motion by R. Young, seconded by R. Seaborn

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: 8 January 2026**
- 4.2 Accept Financial Reports December 2025**
- 4.3 Accept Check Register for December 2025 of \$17,118.84**

Motion by B. Mock, seconded by J. Jackson

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER FOR
December 2025 FOR \$17,118.84 BE APPROVED

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

5. Reports (discussion and possible action)

5.1 Departmental Reports - RSA Staff (Kendal)

Membership:

- Illini Bluffs Unit District #327 – They have stopped using the system to transition over to their local system. They are leaving RSA at the end of FY.
- Fulton County CUSD #3 – They have also indicated they will be withdrawing from RSA at the end of this FY. We are awaiting confirmation of this by March 31.
- Spoon River Valley CUSD #4 – Grade school library was attached to the high school account. Patty already has a visit scheduled, and she will discuss options for licensing compliance for the membership.
- Routine member visits are going as planned.

RIP Updates:

Finished since last meeting:

- O365 data migration for staff is complete.
- Workflows update to 4.2 allows reports can be owned by multiple people. We are prepared to start the gradual phase out of Workflows shared accounts.
- Additional work on the new Firewall to get it prepared to go live in March-ish. Also planning for a backup firewall.
- Vehicle transfers are now complete.

To Do:

- Applicants for the open User Experience and Library Services position at RSA have not had the library experience RSA is looking for. The position is still open.
- Camp Point PL (new member to RSA currently cataloging their materials) has patrons asking for the Palace Project. They currently use Insignia which does not work with Palace Project. Estimated timeframe for IVHQ access to Palace Project is July.
- RSA will have the final ACH setup call with the bank on 2/6.

5.2 Directors Advisory Committee (DAC) – President

5.2

Show up on March 11th at Peoria North Branch. There will be a discussion re: standardization and new library codes

5.3 RSA Day Committee – L Good

5.3

Registration is open. Tell a friend. Sign up. Reps from SIRSI and IMRF will be there.

6. Unfinished Business

6.1 FY27 Draft Budget Update (discussion only) – ED

A lot of costs were estimated and now the bills are starting to come in which allows us to refine expense estimates. There will be a vote on the final version in April.

6.2 Adopt IMRF Resolution to Include Compensation Paid Under an IRC Section 125 Plan as IMRF Earnings (discussion and action requested) – President/AED

Motion by B. Mock, seconded by B. Duttlinger

THE ADOPTION OF IMRF RESOLUTION TO INCLUDE COMPENSATION PAID UNDER AN IRC SECTION 125 PLAN AS IMRF EARNINGS BE APPROVED

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

7. New Business

7.1 Annual RSA Employee Handbook Review (discussion and possible action requested) – ED

- 7.1.1 Add Section 29.3 Birthday Recognition Benefit, unintentionally omitted from v1
- 7.1.2 Discuss Section 69 Personal Appearance
- 7.1.3 Tweaked wording based on Staff feedback in Section 36 Attendance and Punctuality

The Employee Handbook did not include the birthday recognition benefit when it was published.

Language was added to the handbook section for Attendance and Punctuality which clarifies at which point employees should notify their manager if they will be late or unable to report to work.

The Board clarified the expectation for RSA staff to present professionally when they are on site visits, when visitors are in the RSA building, and from the waist up for online meetings and training. Sandals are okay in the RSA office. Employees will wear proper footwear when making site visits and when having to move anything in the office. Employees will be given reminders when proper footwear is required in the office.

The Voluntary Open Door policy was reviewed at today's meeting.

Motion by C. Lau, seconded by R. Young

THE EMPLOYEE HANDBOOK MODIFICATIONS BE APPROVED

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

7.2 Approve Audit RFP Vendor Selection (discussion and action requested) – ED

A recommendation was made by RSA's Executive Director to retain the services of Lauterbach & Amen as auditors for the next five years.

Motion by L. Good, seconded by A. Shaffer

THE MOTION TO RETAIN AUDITORS LAUTERBACH & AMEN BE APPROVED

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

7.3 Appoint Board Election 2026 Nominating committee (discussion and action requested) - ED

Jenny Jackson, Rebecca Seaborn, and Richard Young volunteered to serve as the Board Election 2026 Nominating Committee. Kendal will send out an email within the next two weeks.

7.4 Review Boards relationship with member libraries. Can we increase member feedback to the Board? (discussion only) - President

Each Board member will be provided a list of member libraries for outreach to increase member feedback to the Board and to improve attendance at DAC meetings.

8. Board & Member Library Development - President

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

Marquette Heights received a \$500 grant from a rural tech fund. Our library was featured in their report. This was also shared with the mayor and city council.

Fondulac is getting new boilers. The process is going smoothly.
Galva is getting carpeting replaced in the children's room.

9. President's Time, Additional Public Comments, and Agenda Building for the 9 April meeting at Brown County Public Library (discussion only)

Tours are requested.

10. Closed Session – President

1:08 p.m. – 1:33 p.m.

Motion by B. Mock, seconded by V. Simmons

TO ENTER CLOSED SESSION

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

11. Actions in follow-up to closed session (possible action requested) – President

Motion by R. Young, seconded by B. Duttlinger

IN CONSIDERATION AND APPRECIATION FOR THE MULTI-YEAR EFFORTS NECESSARY FOR THE TRANSITION TO AN INTERGOVERNMENTAL INSTRUMENTALITY STATUS AND SEPARATION FROM RAILS, APPROVE ONE-TIME PRE-TAX AND PRE-DEDUCTION PAYMENT TO EXECUTIVE DIRECTOR AND AUTHORIZE DISTRIBUTION OF PRE-TAX, PRE-DEDUCTION PAYMENTS TO MEMBERS OF THE MANAGEMENT TEAM AT THE DISCRETION OF THE EXECUTIVE DIRECTOR, WITH ALL PAYMENTS MADE BY THE END OF MARCH

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

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
Bobbi Mock – Aye

12. FY26 Meeting Dates (discussion only) – President

- 9 Apr 2026 – Brown County PL
- 7 May 2026 – Warren County PL, Monmouth Branch
- 4 June 2026 – Carlock PL

13. Adjourn (action requested) – President

Motion by B. Mock, seconded J. Jackson

THE MEETING BE ADJOURNED

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

Meeting adjourned at 1:45 pm

Minutes compiled by: Laura Spires, RSA Business and Marketing Coordinator
Minutes approved by: