



**DIRECTORS ADVISORY COMMITTEE (DAC)  
MINUTES**

**Wednesday, 9 July 2025 | 1:00 PM**

**Kewanee Public Library District | 102 South Tremont, Kewanee, IL 61443**

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

Cindy Maxwell - yes

Kristen Tortat - no

Randall Yelverton - no

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: Towanda Public Library, 301 S. Taylor St., Towanda IL 61776,

*Motion Allowing Members to Participate via Zoom*

*Motion by Amy Harris seconded by Bobbi Mock*

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

Roll call of DAC members participating via Zoom [Note Taker]

Rachel Ballenger - yes

2. Recognition of guests, public comments, and announcements [Chair]

In person

Kendal Orrison, Antony Deter, Patty Kweram, Alissa Williams, Kathleen Helsabeck, Beth Duttlinger

Zoom Location (Towanda)

No guests

Other Zoom guests

Michael Baumann, Greg Weydert, Mary Meaker, Lori Priebe, Cindy O'Neill, Yesenia Lambert, Randall Yelverton, Vanessa Hall-Bennett, Lauren Heck

3. Agenda adoption (action requested) [Chair]

*Motion to Adopt Agenda*

*Motion by Bobbi Mock seconded by Amy Harris*

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

4. Approve DAC meeting minutes (with 1 revision) from 14 May (action requested) [Chair]

*Motion to Approve DAC Minutes from 14 May*

*Motion by Rachel Ballenger seconded by Amy Harris*

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

## 5. Reports

5.1 Chair's Report & New Taskings from the Board of Directors [Chair]

- The last board of directors meeting was June 5<sup>th</sup>.

5.2 RSA Report [ED]

- Assistant Executive Director Transition:  
Kendal will hand over the POC for DAC to Antony.
- Membership update:
  - Several schools have withdrawn on July 1 due to budgetary reasons. James is removing them from Workflows.
  - Mason Memorial has ordered patron barcodes.
  - Hamilton PL and Camp Point PL have been setup in Workflows
  - Camp Point has had their cataloging call and is getting cataloging training in a month. We are scheduling a call with Hamilton. They have BCA accounts so they can look at cataloging reports.
  - North Pike is adding a branch in Perry.
- IMRF final application has been sent. They should have it on their August meeting agenda for approval.
- We will get the new EIN by the end of month; we will then need new bank accounts. We will need a new check signer.
- This past fiscal year RSA has completed 235 events with 695 people and 442 contact hours. Parameters parties are complete.
- Q: Can guests comment during the meeting? Yes, but they do not have voting power.

## 6. Unfinished Business

6.1 Jan/Feb Director Survey (discussion and action requested) [Chair]

6.1.1 Identify areas RSA should work to improve

The survey was reviewed at our March meeting.

- Areas to address: Communication, standardization, cost, mission creep, membership participation.
  - Policies need to be policy only, and not procedural. We are bringing policies to board to make sure they are succinct and without procedures.
  - Holds documentation has been updated. We are working on updating other documentation to make it useful and not overwhelming, which is ongoing. The support site reflects these updates.
  - Anything that can be standardized, like processing books, barcode placement. When we do "environmental scan" next year (reviewing other

ILS) we will look at that, but RSA can't mandate barcode placement. If we do an in-place migration, we can rethink how things are setup. We have standardized some things, like circ rules for autorenewals, fine free, new item types. As we implement anything new, we consider standards.

- What is the next thing we can standardize? We will talk about retention policy. Standardizing cataloging training and reporting. We are not going to standardize circulation rules.
- Q: How many people are still concerned about cost? A: We haven't heard much lately, but some are not sure about affording it in the future. We did lose some schools due to cost. The cost changes are understood; they don't have plans to leave but it's still a concern.
- User profile standardization – something we have discovered from parameter parties that staff are not knowing to ask how to make the system work.
- Should we do a standardization survey? Find out what they think can be standardized, like Item types, user profiles. There was a suggestion that it's not just director level, because some of it would need to be answered by staff.
- How can RSA members work together? Users group used to be where members got together. There is less connectedness now. Not as many networking opportunities.
- Kendal will send email to the director's group about ideas for standardization before the survey.

## 6.2 Implementation / Beta Testing Individual Circulation accounts (discussion) [Deter / ED]

### 6.2.1 Already issued at least 1,139 Cataloger and BCA accounts (current and deactivated)

- Antony got ideas from Quincy for managing individual circ accounts while at the circ desk. Will they require MFA? Eventually, yes.
- An individual circ account will work the same as the general circ account. RSA wouldn't care which user is logged in, that is an internal library procedure. The accounts will be needed for the online BLUEcloud circulation software.
- We are setting up individual cataloging accounts and removing the generic TECH accounts.

### 6.2.2 Revised backend creation, tracking, removal procedures for individual accounts: BCA, WF Cataloger, WF Circulation, BC Circulation, and eventually BC Copy Cataloging

### 6.2.2 Member Libraries need to keep RSA informed of local staff additions or departures (email, phone, or form)

- Libraries should add this to the offboarding process.

### 6.2.3 Individual WF Circulation & BLUEcloud Circulation account beta test in July (Fondulac and Henry PLs) – standardized recommended procedures, finalized BC Circ setup

### 6.2.4 RSA-wide rollout will be in phases starting with volunteers, 1 year+ expected

## 7. New Business

7.1 Board of Directors opening: Northern Region - Election late July (discussion) [Chair / ED]

- There is an opening due to a resignation from their library position. We would like the position to be filled by the next board meeting on August 7<sup>th</sup>. There is a reduction in RSA fees for those participating on the board.

7.2 New version of the Operations Manual (discussion) [Deter]

- The original version came out a year ago and is out of date.
- The draft of the 2nd version is in the packet and will be sent to the announcement forum. It's intended to be given to front-line staff members.
- Expectations and Responsibilities should be added to the manual.
- The suggested tasks list had some feedback that it wasn't necessary. Rename it to RSA members' suggested tasks?

7.3 RSA Policy Overview Guide (discussion) [Deter]

- A listing of policies adopted by RSA board. Only a few are still from NFP days, most are adopted by the current board.

7.4 Paid bills from 2019 and earlier cleanup project completed (discussion) [ED]

- There were so many that it was a contributing factor to having to restart the system during the day. There were 8.96M paid bills before we started, 1.5M bills after those from before 12/31/19 were removed. We have added clearing out paid bills to our data retention policy.

7.5 Bills, hold, items, (not patrons) Data Retention Policy (discussion) [Deter]

- We have a patron retention policy, now we need a policy for data retention.
- There are 3500 items in LOSTTRANS – INTRANSIT items go to LOSTTRANS if they haven't been checked out. This should be a cleanup project. Reports of LOSTTRANS items are sent on the 10<sup>th</sup> of the month.
- Does it make sense for the retention time frame to be 18 months for all (except DISCARD)?
- RSA should let libraries know before items are removed.

7.6 Procedure testing: Doc for adding ISBNs for Library-bound books (discussion) [Deter]

- Erica's department is working on this new document.

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

- The board has given Kendal the authority to call these in-person visits mandatory. The visit plan is in action. In 3 years, every library will be visited by both departments.

7.8 Documentation Updates – Billing and MobileStaff (discussion) [Deter]

- Documentation has been updated/created for Billing and MobileStaff.

7.9 Auto Renewal Counts available as of 1 July 2025 (discussion) [ED]

- Kendal had to update the autorenewals report so we can now run reports on numbers of items autorenewed.

7.10 New RSA Expectations & Responsibilities approved (discussion) [Chair]

- The document has been approved by the board. It is on the website under the “About” section.

7.11 RSA Day committee, better as a Board subcommittee? Volunteers? (discussion) [Chair]

- Alissa has been the RSA Day committee chair and would like the committee to be a more formal structure since they use RSA budget. Makeup: One RSA board member plus 6 non-board members, plus an RSA staff liaison. The RSA board member doesn't have to chair the committee. There are about 7 monthly meetings. We intend RSA Day to be for front-line public library staff. The current committee wants to bring in new people. The RSA board can write the charter; RSA by-laws allow the board to create committees. Will need an in-person quorum. Can we get the draft charter for the August board meeting? Alissa would like to get a circ manager and a reference manager on the committee.

7.12 Welcome and Welcome Back! (discussion) [Chair]

7.12.1 Amy Harris

7.12.2 Rachel Ballenger

7.12.3 Genna Buhr

8. Committee Development (discussion) [Chair]

8.1 Committee Member comments and talking about projects in your library

- No comments.

8.2 Guest comments and talking about projects in your library

- No comments.

9. Additional Public Comments [Chair]

- No comments.

10. Chair's Time, Agenda building for 8 October 2025 meeting at Illinois Veterans Home [Chair]

11. Adjournment [Chair]

*Motion to Adjourn*

*Motion by Amy Harris seconded by Bobbi Mock*

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

Meeting adjourned at 3:20 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator

Minutes Approved by: Directors Advisory Committee on 10 December 2025