



DIRECTORS ADVISORY COMMITTEE (DAC) MINUTES
Wednesday, 14 May 2025 | 1:00 PM
Brown County Public Library | 106 SW Cross Street, Mt Sterling, IL 62353

1. Welcome and Call to Order [Chair]

- Roll call of DAC members at meeting location [Note Taker]
Genna Buhr - yes
Bobbi Mock - yes
Any Gee - yes
Cindy Maxwell - yes
Kristen Tortat - no
Randall Yelverton - 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: Towanda District Library, 301 S. Taylor St., Towanda, IL 61776

Motion by Amy Gee seconded by Randall Yelverton

Motion Allowing Members to Participate via Zoom

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, Amy Harris, Richard Young
- Zoom Location (Towanda)
none
- Other Zoom guests
Lori Priebe
Mary Meaker
Laura Keyes
Barbara Tarbuck
Carla Skare
Victoria Volckmann
Dawn Smith
Jeff Brooks
Kathleen Helsabeck
Rebecca Seaborn

3. Agenda adoption (action requested) [Chair]

Motion by Bobbi Mock seconded by Amy Gee

Motion to Adopt Agenda

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

4. Approve DAC meeting minutes from 12 March (action requested) [Chair]

Motion by Randall Yelverton seconded by Bobbi Mock

Motion to Approve DAC Minutes from March 12th

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

5. Reports

- Chair's Report & New Taskings from the Board of Directors [Chair]
- Executive Director's Report [ED]
Staffing transition date to 1 JAN because we still don't have EIN.
IMRF: Everyone in RSA is already in IMRF. Waiting for a decision letter.
Antony has been with us for 2 years.
Done with Bug Us campaigns for now.
Focus on forums: there are now fewer email forums based on feedback.
What is the timeline to roll out BC circulation? This summer we would like to have some test locations, and some schools in the fall. Printing receipts is needed for publics.

6. Unfinished Business

- Jan/Feb Director Survey (discussion and action requested) [Chair]
We would like tagline bullets/fun wording from members highlighting positive things about RSA for marketing materials. We can provide data; we want actionable information about RSA.
- Build bullets for RSA infographic / webpage / email campaign
 - Communication.
 - Pursues problems until resolved.
 - Sharing and access of systems resources account.
 - Responsiveness to support and service.
 - Has been able to level the playing field of borrowers, removing barriers to access.
 - Technical – don't have to manage that aspect.
 - Reciprocity, sharing, listening to needs and helping to meet them.
 - Response time – real people respond efficiently and quickly with a smile.
 - Unifies large and small, organizes all we do in a systematic way that makes sense.
 - Help received for completing the IPLAR.
 - Members work together for a common goal. Lots of positives about communication.
 - Sharing|Support|Systems

- Holds Documentation Rework: Holds and Sharing Policy Draft (discussion) [Deter]
Holds and Sharing Policy draft: Reworked the holds documentation early this year which led to consolidating the existing holds policies.
Discussion: any pushback? When we send policy documents to the forum 99% of the feedback is “this looks great”.
Under item 2 should be “item types” not just “items”.
Add clarification to the checkout rules line.
...even if the “system” (instead of saying “Workflows”).

7. New Business

- FY26 DAC meeting calendar and locations (discussion) [Chair / ED]
The calendar is set. We will be meeting 4 times.
- RSA Issued Email Updates (discussion) [ED]
Notifications and EOM BCA reports are going to the new accounts.
- IONOS email account issues and/or missing documentation?
Do you need more information on using IONOS, like how to forward/filter emails?
Email the helpdesk and we will provide documentation.
- Gmail recovery information reset help
Contact RSA for help.
Is there anything we need to keep and archive per records retention? Nothing we sent would have to be kept for more than 12 months. Keep the account if you want a record of data.
- Important library statics you can share with legislators and the public (discussion) [ED]
Considering IMLS funding questions, Kendal created interactive BCA dashboards showing where holds originate to show the effect on our libraries. Up to 90% of items filling holds come from other libraries.
 - BCA Interactive Dashboards to gather visual or instructive data:
 - Holds Placed and Filled Interactive Dashboard
 - Checkouts and Renewals Over Time Dashboard
 - Reciprocal Borrows Dashboard - where patrons are going for physical checkouts.
 - Holds Filled Last 12 Months by Library Size and Type Dashboard (source of infographic data)

We need your suggestions for other stats you would like to see.
- RAILS/RSA Infographic on Public Library Holds, Library vs ILL
- User Profile, Max Holds Placed increased – coming soon (discussion) [ED]
We had a request to increase the number of holds placed per user profile. Only about 15 patrons had the max number of holds placed.
We recommend individual user profiles get 50 max holds, institutional type cards (Teacher, Homeschool, etc.) get 100 max holds, and system type cards remain unlimited number of holds.
We will communicate these changes with the membership.
- RSAcat Mobile 2 – mandatory Privacy Policy (discussion) [Deter]
We need this policy in place before rolling out BC Mobile 2. It will be posted on our legal compliance page. The app will link to the .pdf.
- Bibliographic Database Policy Draft (discussion) [Deter]

Updating the policy to state that libraries follow the standard. Only the policy will need board approval. It will be the board's intent to follow the standard.

- Preparing the way: Individual User Account transition ahead [ED / Deter]
Since staff have individual logins to BCA, and for BC Circ when that is rolled out, we need to track who has access.
- Creating the backend to track and issue individual accounts (including existing individual accounts for Cat, BCA, and Circ as well as new BC Circulation accounts)
- Looping Directors and RSA staff in on Member Library Staff additions or departures
You will start getting reports of staff lists because we need to know when people leave and when they are hired. We will setup a form on the website for staff changes. We will add the form to the off-boarding list. Can RSA add a line in the email to remind directors to update staff in L2? Yes, we will add that.
- Thank you for your service! [Chair / ED]
 - Rachel Ballenger has agreed to reappointment.
 - Genna Buhr
 - Amy Gee has a large construction project and will not re-up.There will be an opening for the DAC. Send an email to Genna of your interest. Self-nominations are appropriate.

8. Committee Development (discussion) [Chair]

- Committee Member comments and talking about projects in your library
Cindy – block party at Kewanee next week.
Bobbi – Open and getting visitors!
Amy – building a new library. They are encouraging patrons to visit local libraries.
Randall – Strategic planning process.
Amy H. – board moved strategic plan back a year. Ramping up for summer reading. They are getting a “bison” for the Peoria County “bison”ennial.
Kathleen – all 7 ribbon cuttings done.

9. Additional Public Comments [Chair]

10. Chair's Time, Agenda building for 9 July 2025 meeting at Kewanee PLD [Chair]

- Let Genna or Kendal know of any concerns or discussions for the meeting.
- Board election ballots go out Monday,

11. Adjournment [Chair]

Motion by Randall Yelverton seconded by Bobbi Mock

Motion to Adjourn

Voice vote called: Motion carried by unanimous vote

Meeting adjourned at 2:58 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator

Minutes Approved by: Directors Advisory Committee on 9 July 2025