



RSA BOARD MEETING MINUTES
Thursday, 6 November 2025 | 11:30 AM
Farmington Area Public Library – 411 N Lightfoot Rd, Farmington IL 61531

1. Welcome and Call to Order - President

G Buhr, Board President, called the meeting to order at 11:30 AM on Thursday, 5 November 2025, at the Farmington Area Public Library.

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

Beth Duttlinger, Larisa Good, Jenny Jackson, Amanda Shaffer, Rebecca Seaborn, Christie Lau, Bobbi Mock, Valerie Simmons, Samantha Freed, Richard Young (11:51) and Genna Buhr

Absent: Yesenia Lambert

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

2.1 In person: Antony Deter (RSA), Sara Naslund (RSA), Tom Stagg (Alpha Park Public Library Board Member)

2.2 Zoom: Brian Mateas (CliftonLarsonAllen LLP), John Nehrkorn (CliftonLarsonAllen LLP), Elena Mendoza (RAILS), Sharon Swanson (RAILS)

3. Agenda adoption (action requested) – President

Motion by B DUTTLINGER, seconded by B MOCK

THE MEETING AGENDA BE ADOPTED

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

4. Consent agenda (action requested) - President

4.1 Approve Board meeting minutes: 4 Sep 2025

4.2 Accept Financial Reports (August & September)

4.3 Accept Check Register for August 2025 for \$34,382.21 and September for \$18,942.04.

Motion by J JACKSON, seconded by C LAU

THE CONSENT AGENDA & FINANCIAL REPORTS INCLUDING CHECK REGISTER FOR AUGUST FOR \$34,382.21 AND FOR SEPTEMBER FOR \$18,942.04 BE APPROVED

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

5. RSA FY25 Audit Completed

5.1 RSA FY25 Audit Presentation (discussion only) – CliftonLarsonAllen LLP, Brian Mateas

Received a clean audit. Brian presented a PowerPoint presentation on FY25 audit results.

Received audited financial statements and governance communication. Got an unmodified audit opinion. Change from non-profit to Ill changed the audit standards that RSA has to follow. No questions asked by the board.

5.2 Accept FY25 Audit (discussion and action requested) – President

Motion by B DUTTLINGER, seconded by L GOOD

THE FY25 AUDIT BE ACCEPTED

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

5.3 RAILS Finance comments & advanced planning for FY26 (discussion only) – RAILS Finance

As a matter of best practice, RAILS feels that it is time to look at different auditors. Sharon proposed a list of 9 firms for consideration to solicit. Plan is to send out solicitations in January. Suggestions by the end of December would be preferred. List of suggested firms will be shared with Kendal who will then share them with the board.

****Stopped for lunch break 11:55-12:06****

6. Reports (discussion and possible action)

6.1 Departmental Reports - RSA Staff

- Illini Bluffs CUSD formally withdrew.
- Mason Memorial PL has gone completely automated.
- Hamilton PL and Camp Point have 272 I-Share numbers now so that they can request holds while they are onboarding.
- HRSource has now finished the staff pay scale. A comparison chart will be coming at the next meeting likely.
- E-Read changes: The Palace Project has received information from us and they have reached out to libraries to get information with them. They are working as quickly as possible to meet the RAILS timeline. Info for patrons has been placed at the top of all library RSACat pages.
- We have signed a contract to receive help with our HelpDesk. We are reaching out to some IT firms to get some additional support system.
- Workflows upgrade will be coming in February. It has been released but we don't have the availability to do the upgrade right now.
- RAILS support grant was released this week. It is down about \$16,000 this year as we lose libraries, particularly school libraries.
- We are having firewall issues this week.
- Palace Project was dreamed up by New York Public Library because they wanted to own their own digital collection and wanted multiple preexisting collections to be available to add. We have the potential to attach our ADML collection in Palace Project. It does not sync reading positions with the Libby app. The checkout would carry over, but not where you started reading.

- What about schools and their digital collections? Overdrive had a SORA app that is targeted to schools, but they will tie that collection to the schools public library and open those collections to everyone. That obligates all members of ADML that have a school in their district to open their collections up.
- Pros/Cons to joining Libby with Palace Project? It is the ADML membership's decision. Palace Project does not use Kindle. Patrons that use Kindle would have to open the Libby app. Palace Project also does not sync with RSACat. The integration is not ready yet. It will likely be coming.
- BlueCloud testing – if you are interested in testing, please email the HelpDesk. Currently testing are Fondulac, Henry and Astoria CUSD. Looking to add Unity CUSD.
- We are working with Limmerick for RSA Staff. Open enrollment starts Monday. Also working with the state to get payroll and unemployment benefits, etc. Have a new payroll company: Paylocity. We are all set up with IMRF but we can't do that until after 1/1/2026.
- Have had 3 interviews to date with 3 more Friday and 4 next week with the potential for more after.

6.2 Directors Advisory Committee (DAC) – President

6.2.1 October meeting canceled

Did not meet quorum.

6.2.2 Noelle Thompson, Director Galesburg PL, appointed to committee

6.2.3 10 December meeting preview – standardization prep for potential 2027 migration

6.3 RSA Day Committee – President/L Good

6.3.1 Planning updates

RSA Day will be on Wednesday, April 8th, at the Spoon River College Macomb Community Outreach Center. Finalizing the session and approving of a keynote speaker (Renee Grassi). Speaker will be speaking on accessibility and patrons with disabilities. Visited the Macomb location. The parking is plentiful. There are large rooms and a computer lab available.

7. Unfinished Business

7.1 Staffing Timelines & Updates (discussion only) – ED

7.1.1 Filling three open positions, interviews in progress

Business & Marketing Coordinator, Library Systems & Data Analyst and Bibliographic Services Specialist

Library Systems & Data Analyst has 3 interviews on Friday with the potential for 2-3 more next week.

Bibliographic Services Specialist has 3 interviews and may have 1-2 more.

Business & Marketing Coordinator has 4 people lined up to interview for this position.

7.1.2 Staff Related (benefits, HR, payroll, etc)

See 6.1 Departmental report

7.1.3 Technology Related

Working directly with Lenovo to get laptops. Waiting for tax exempt certification before computers are ordered. What about a vehicle for staff? We will buy the 2 Fusions from RAILS for staff use. RAILS board will create an IGA for us. We might need to in-person in December to sign this document. TBD.

7.2 BLUEcloud Circulation rollout update (discussion only) – ED/AED

See 6.1 Departmental report

8. New Business

8.1 Yesenia Lambert resigning position as Western Region Rep (discussion only and action requested) – President

Position will only be open until June. It falls under appointment instead of special election.

Lauren Heck Galva PL

Jamie Beil John Mosser

Michelle Walker Knoxville PL

Courtney Wright Edwards River PL

We have not contacted any of these people but wanted to discuss before Genna reached out. They could attend and then be appointed in the February meeting. The person would get a proportionate board member “discount.”

8.1.1 Per Bylaws Art 4, Sec 10, Board appoints replacement to finish term of June 2026

8.2 Draft FY27 budget (discussion only) – ED

8.2.1 FY27 RAILS LLSAP Grant

Budget numbers are different than previous years because we did not have to report the grant in previous years and now we do.

8.2.2 Budget guesses, projections, assumptions

Still don't know finally numbers on insurance, payroll, staffing, etc. These numbers will be finalized before the budget needs to be finalized. Independence costs have been removed. Consulting fees are higher because we don't know what additional assistance we will need. FY27 will be year two of the fee structure ramp up.

No questions about the draft budget. Finalized budget will be presented at either February or April board meeting.

8.3 eRead Illinois update discussion (discussion only) – ED

8.3.1 The Palace Project setup

See 6.1 Departmental report

8.3.2 RSACat and RSACat Mobile Boundless removal

See 6.1 Departmental report

8.3.3 Potential to include ADML collection in The Palace Project app as well

See 6.1 Departmental report

8.4 AI-Generated Items Policy (discussion and action requested) – AED

- A policy from the Cataloging department. Not currently a major issue but will most likely become an issue. Other consortia are also drafting policies to discuss this idea.
- Should this be added as a subsection of the prohibited item policy? Policy doesn't have much to do with items being AI – and anything that violates copyright is already covered in the prohibited items policy. Would a statement that clarifies and then refers to the policy be better?
- Erica's preference is to make it a standalone policy because questions are already being asked but understands if it needs to be folded into the prohibited items policy that is fine.
- Is there a definition for AI-generated?
- Ask Erica to create an insertion into the prohibited items policy instead of a new policy. This will go to the DAC for approval.

8.5 Database Records Deletion Policy (discussion and action requested) – AED

- Policy has previously been seen and reviewed by the Board and the DAC. Already have a policy that deals with old/expired patron records.
- To keep the database clean it has to be a collaboration between libraries and RSA Staff.
- Unpaid bills section: clarification on who can remove unpaid bills on patron accounts.
- Policy will go back to revision and be brought back to the DAC/board.

8.6 User Accounts Policy (discussion and action requested) – AED

- Part of a policy combination effort.
- In Patron Notes section, with the note example, create the note in all caps as that is the standard.
- Update wording to “Students and staff who have a card at their school library may also have a public library card issued at their home public library.” so that it matches the wording of the Special Libraries section.

Motion by B MOCK, seconded by R YOUNG

THE USER ACCOUNTS POLICY WITH REVISIONS AS DISCUSSED BE APPROVED

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

8.7 Rescind AV Item Types Policy (4 Dec 2014), no longer required (discussion and action requested) – AED

- Last AV item types was just removed.

Motion by B MOCK, seconded by R YOUNG

THE RESCENTION OF THE AV ITEM TYPES POLICY BE APPROVED

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

9. Board & Member Library Development - President

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

60% of Public Libraries are doing autorenewals
50% of libraries are fine free

10. President’s Time, Additional Public Comments, and Agenda Building for the 8 January meeting at Marquette Heights Public Library (discussion only)

11. FY26 Meeting Dates (discussion only) – President

- **IF NEEDED - TBD December 2025 (emergency 1 Jan Staffing purposes) – RSA HQ**
- **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 B MOCK, seconded J JACKSON

THE MEETING BE ADJOURNED

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

12. Adjourn (action requested) – President (2:36 PM)

Minutes compiled by: Sara Naslund RSA Member Services Coordinator
Minutes approved by: RSA Board of Directors on 8 January 2026