



RSA BOARD MINUTES
Thursday, 9 April 2026 | 11:30 AM
Brown County Public Library, 106 SW Cross St., Mt. Sterling, IL 62353

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:32 AM on Thursday, 8 April 2026, at Brown County 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
Bobbi Mock - present
Richard Young – present
Valerie Simmons - present
Genna Buhr - present

Amanda Shaffer - absent
Rebecca Seaborn – absent
Samantha Freed - absent
Christie Lau - 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 B. Duttlinger , seconded by R. Young

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: 5 February 2026**
- 4.2 Approve Board closed session minutes: 5 February 2026**
- 4.2 Accept Financial Reports January and February 2026**
- 4.3 Accept Check Register of \$110,573.78 for January 2026, and \$141,920.87 and \$365.00 for February 2026**

Motion by B. Mock, seconded by J. Jackson

**THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF
\$110,573.78 for January 2026, and \$141,929.87 and \$356.00 for February
2026 BE APPROVED**

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

5. Reports (discussion and possible action)

5.1 Departmental Reports - RSA Staff

Membership:

- AC-Central is dropping the grade school
- Fulton County CUSD did not drop by the deadline
- Spoon River will be adding a branch for their grade school
- Bushnell-Prairie City has three schools using Destiny; they are not using RSA. They will pull out of RSA.

WorkFlows Upgrade:

- We received almost no calls on upgrade in March.
- We need new item types and record formats for non-transitable title and items. A non-transitable item attached to an item with transitable items on it can still be placed on hold but has to be picked up at the owning branch. When mixed, Workflows may change the pickup locations for non-transitable items and not tell you. Survey for feedback on adding new item types will go out in the future. If we created non trans bib brief records, we would have staff regularly reviewing that.

Transitions:

- Kendal is formally stating he is retiring on May 31, 2027. He will ask if that is allowed since that date is the Memorial Day holiday.

Member Visit Progress:

- The teams made twenty-eight visits in February. Twenty visits were made in March. We are learning a lot about schools. Grades served data will be shared with RAILS for scoping of Palace Project titles for each automated school branch. We are verifying school names are entered correctly. In July, visits will focus on publics. By the end of the year, every library will have been visited in the past 18 months.

5.2 Directors Advisory Committee (DAC) – President

Meeting held March 11th at Peoria North. Standardization drafts are well received. It was a good, strategic meeting.

5.3 RSA Day Committee – President/L Good

5.3.1 Committee membership discussion

Members were appointed to the RSA Day Committee last year. Half of the committee members rotate each year. Larisa Good, Alyce Jackson, and Kim Lichtsinn all have terms expiring June 2026.

This year's event was well attended. Thank you to RSA. We welcome thoughts and opinions. Survey was sent out 4/9 via email.

5.4 Board Nominating Subcommittee Update – J Jackson

Three or four volunteer nominations have been received so far. Applications are due at the end of the month. Another reminder email will be sent out next week and at the end of the month. Lauren fits the bill for western region. We have more time.

6. Unfinished Business

6.1 RIP Update – 99% complete (discussion only) – ED

- We need to turn off RAILS sim cards and replace with RSA sim cards.
- Kendal set up the RSA account with Verizon, but setup cannot make it through the phone tree. He is working with Verizon on this.
- We've been through insurance coverage checks to make sure we have what we need. Prairiecat offers short term disability that kicks in before the short-term disability coverage through IMRF. Prairiecat may be offering this if they are not in IMRF. That is one thing we have not figured out.
- We are cleaning up documents and writing procedures.
- We have established EAP through Employee & Family Resources.

6.2 RSA Day General Update (discussion only) – AED/ED

This year there 141 registered for the event. There was one person from IMRF, two people from CMC, and 2 in person and one virtually from Sirsi. The RAILS grant for event was \$1500. We will map and review who attended to see where attendees were from.

6.3 Firewall Upgrade Updates (discussion only) – ED

- Springfield firewall must be removed by end of June. We have a firewall in our office and a virtual one in the cloud.
- We will have a list of SIP ports to see how members are connecting.
- We probably will start moving to virtual firewall by regions.
- In early June, we will turn off the firewall in Springfield. Anyone who has trouble connecting at that point will need to contact RSA for assistance.
- A separate route through the firewall in the office will be an alternate route.

6.4 FY27 Budget Approval (discussion and action requested) – ED

- On the Board breakout sheet, Optional coded items can be cut; Future coded items generally turn into annual commitments
- Kendal added \$500K for migration in FY27 but does not think we will spend that money. The money budgeted in FY27 is only if we migrate to a new vendor.
- Two additional staff members are budgeted to start January 2027.
- The public budget document released references GL code breakouts as required by law.
- Budget comparison documents 2026 v 2027. In FY 2026, the full rails grant is not listed. Staff costs came in lower than expected post independence.
- Expenses lines for staffing reflect how the state wants positions broken out. Job descriptions were rewritten to change educational requirements for positions.
- Income breakout sheet: this is what members are paying. LLSAP grant per library amount is tracked by Kendal.
- Additional invoice item sheet: it is all reimbursed
- Expenses GL by GL breakouts document: yearly breakout. Sirsi costs are at the bottom of the document.

- Breakout of RAILS cost data: RAILS Finance support is worth every penny. Everything we do is looked at by three sets of eyes in RAILS finance. The other amount on that tab is for the facility rent, custodial, copier, internet connection and internal networking.
- There are two more years of the planned 5 year new fee structure price increases.
- 4% staff raises have been budgeted for FY27

Motion by B. Duttlinger, seconded by B. Mock

THE FY27 BUDGET BE APPROVED

Beth Duttlinger - Aye
Lauren Heck - Aye
Larisa Good – Aye
Jenny Jackson - Aye
Bobbi Mock - Aye
Richard Young - Aye
Valerie Simmons – Aye
Genna Buhr – Aye

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

7. New Business

7.1 Board and DAC meeting dates for FY27 (discussion and action requested) – President/ED

A list of dates were sent to the Board. Dates can be approved at the May meeting.

Location suggestions: Jenny – Feb @ Marquette Heights
Richard – April @ Brown County Public Library
Genna – May @ Fondulac Public Library District
Amanda – August @ Midwest Central CUSD Library
Valerie – January @ Four Star Public Library
?? – September (host library needed)
Rebecca – November @ Farmington Public Library
Christie – June @ Carlock Public Library

- Laura to reach out to attendees assigned to meeting dates who were not at the April board meeting.
- DAC meeting dates: mileage has been added for DAC meetings for next year.

Motion by R. Young, seconded by V. Simmons

THE DAC MEETING DATES FOR FY27 BE APPROVED

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

7.2 Rescind the Core Competencies policy (discussion and action requested) – E Laughlin

- These are now included in revised bibliographic standards.
- The core competencies mention disabling accounts when staff are making errors. This was not included in the revised bib standards. What is included is to reach out to staff who are routinely making errors. We will take a more constructive approach.
- We did not include professional development in bib standards. We will keep the language more generic.
- The new bib standards are governed by bib policy, which was approved by the Board last June.
- Core competencies were written over 10 years ago.

Motion by B. Mock, seconded by J. Jackson

THE MOTION TO RESCIND THE CORE COMPETENCIES POLICY BE APPROVED

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

7.3 Revised Bibliographic Database Standards (discussion only) – E Laughlin

- Rational for revisions: over 25 years old. We want standards that are owned by the current RSA.
- We also have a migration. The bib standards can be used as a roadmap. This will be a living doc.
- The goal is to avoid staleness. As it is revised, it will be shared in cataloging chat and cataloging forum.
- Cataloging training does not address magazine cataloging. Lisa is creating a training video to address.

7.4 RSA Directors Day Date Updates (discussion only and potential action) - AED

- Directors' Day date: September 30, 2026
- Noelle at Galesburg has agreed to host the first one.
- BCA dashboard was a requested topic. This will be developed through staff, not the RSA committee.
- There is no budgetary constraint.

Motion by J. Jackson, seconded by R. Young

THE MOTION TO HOLD DIRECTORS DAY ON SEPTEMBER 30TH BE APPROVED

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

8. Board & Member Library Development - President

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

No comments offered at this meeting.

9. President's Time, Additional Public Comments, and Agenda Building for the 7 May meeting at Warren County Public Library (discussion only)

- Kristen at Pontiac– she raised something at the last DAC meeting, but she did not follow up with Antony afterward. Antony encouraged her to attend the next meeting and bring it up again.

10. FY26 Meeting Dates (discussion only) - President

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

11. Adjourn (action requested) – President

Motion by B. Mock, seconded B. Duttlinger

THE MEETING BE ADJOURNED

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

Meeting adjourned at 1:20 pm

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

Minutes approved by: Board of Directors on: