



RSA BOARD MINUTES

Thursday, 7 May 2026 | 11:30 AM

Warren County Public Library, 62 Public Square, Monmouth, IL 61462

1. Welcome and Call to Order – President

G. Buhr, Board President, called the meeting to order at 11:33 AM on Thursday, 7 May 2026, at Warren County Public Library.

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

Amanda Shaffer – **absent**
Beth Duttlinger – **present**
Bobbi Mock - **present**
Christie Lau – **present**
Genna Buhr - **present**
Jenny Jackson - **present**
Larisa Good - **present**
Lauren Heck – **present**
Rebecca Seaborn – **present**
Richard Young – **present**
Samantha Freed - **present**
Valerie Simmons – **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: 9 April 2026

Erica Laughlin should be added to April meeting minutes agenda item #2.

4.2 Accept Financial Reports March 2026

4.3 Accept Check Register of \$100,982.73 for March 2026

Motion by B. Mock, seconded by L. Good

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF \$100,982.73 for
March 2026 BE APPROVED

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

5. Reports (discussion and possible action)

5.1 Departmental Reports - RSA Staff

- Hamilton and Camp Point are cataloging. Both will be added into eRead. They will be visited again to help with registration of patrons.
- Camp Point is also in ADML. We want to get it up and running for July-ish.
- Spoon River will have a new branch in the system soon. They were awarded a grant from RAILS. They are adding a second school for \$840.
- RIP stuff is now complete! YEA!
- Going forward, in the newsletter, the admin update will have workplan updates in it.
- Firewall update is done. There are a couple of libraries, and a vendor might be coming through the old firewall still. They will have to call RSA so we can send them to the new firewall. The stragglers have been staff part-timers with their own Windows login.
- Kendal's retirement date is 5/28/2027.
- Lauren will open a case to test online payments.

5.2 Directors Advisory Committee (DAC) – President

5.2.1 Committee membership appointments for FY27

- Four members are up for reappointment. Genna will talk to them prior to the next DAC meeting. Bobbi will continue to stay. Genna will call Randal, Noelle, and Kristen. Next DAC meeting is the second Wednesday in July.

5.3 RSA Day Committee – President/L Good

- Met on Tuesday, 5/5/2026. There were lots of survey responses.
- Next RSA Day will also be set for Macomb. Another survey will go out to see what other locations options for 2028 are.
- There was a positive response about the Macomb location and the parking. If no other locations pan out, the Macomb site will be chosen again.
- The committee meeting date is moved to the 3rd Tuesday.
- The plan is to start RSA Day a little earlier and to include descriptions of the sessions. An email will also be sent out for future events to cover parking, dress code, etc.

5.3.1 Committee membership appointments for FY27

- Alyce and Kim want to continue participating in the committee. Everyone can help, but not everyone can be a committee member. Genna will call Kim.
- Larisa's spot on the committee depends upon the election.

5.4 Board Nominating Subcommittee Update – J Jackson

- Final applicant list and open seats:

Alissa Williams (Morton) – public 10k
Amy Harris (Alpha Park) – At Large
Anne Giffey (Galesburg) – Western
Cindy Boehlke (Prairie Skies) – At Large
David Eckert (Kewanee) – public 10k
Jenny Sevier (Peoria) – public 10k
Lauren Heck (Galva) – Western region

A ballot will be built for the election.

6. Unfinished Business

6.1 RSA Board meeting dates for FY27 (discussion and action requested) – President

Meeting locations: Amanda – August 6, 2026 @ Midwest Central CUSD Library
Bobbi Mock– September 3, 2026 @ Illinois Veterans Home
Rebecca – November 5, 2026 @ Farmington Public Library
Valerie – January 7, 2027 @ Four Star Public Library
Jenny – February 4, 2027 @ Marquette Heights
Richard – April 1, 2027 @ Brown County Public Library
Genna – May 6, 2027 @ Fondulac Public Library District
Christie – June 3, 2027 @ Carlock Public Library

Motion by J. Jackson, seconded by R. Seaborn

THE BOARD MEETING DATES FOR FY27 BE APPROVED

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

6.2 RSA Directors Day Planning (discussion only) – ED/AED

- Confirmed September 30 at Galesburg.
- Laura is going to send out a Save the Date email banner which will include a request for topics.
- If there are enough topics, a second session track may be offered. If we don't do multiple tracks, we will let Noelle know so she can free up her side rooms.
- Use Hy-Vee for lunch to keep it simple.
- Laura Keyes will do a session on IPLAR. Beth will present a session on budgets from a district view. Antony will reach out to Betsy Adamowski about presenting from municipal library director's viewpoint. Kendal/Mason will present a session on reporting. Antony will probably present a session on system migration.
- Antony may be setting up a caucus-type event to show participating directors in their area what networking groups are available to encourage new groups to form.

6.3 Leadership Transition Planning (discussion only) – President/ED

- This will need to be an official action item for next month's Board meeting.
- We need a schedule for how to approach the leadership transition. A plan is needed by the next couple of meetings. The succession plan outline should also be put on paper.
- Internal hires may not need a long timeline. Board feedback is needed on this.
- Kendal has been working with Antony for the past two years to prepare for a transition. If the determination is to have a whole hiring process, we need to get moving.
- Specific individual consideration can happen in closed sessions. Timeline decisions and hiring decisions cannot be made in closed session meetings.
- The person selected to replace Kendal should be a liaison with the Board.
- If the next Board decides to hire Antony as his replacement, the position of assistant director will not be filled at the current level. We would probably hire an operations supervisor which would have Antony's current responsibility without top-level decision making.
- The current plan is to hire a Library Systems Manager. It does not refill Antony's position, but it was a position that was pillaged to create Antony's position. The Library Systems Manager will focus on the day-to-day circulation type functions. The position of Library Services Manager should be posted by late September with the interview process completed in November.
- If the decision is made to hire outside of RSA, then Kendal's position would be filled and Antony's position would remain.
- If the decision is made to promote internally, Antony would take Kendal's position which would open a position in RSA. This is identified as the potential +1 position. There are areas we will find we are not doing or don't do well. We are just getting back to admin work instead of RIP work.
- The group at this current meeting will not be making this decision. Genna doesn't think we need to go into a lot of detail at this time. As discussed in 2023, when Antony was hired, that Board was on board with hiring Antony as Kendal's probable replacement.
- Genna proposes having recommended timelines ready to be approved at the June meeting.
- There is no legal obligation to post and search to fill the position if the position is going to be filled internally. Kendal will ask for clarification on this from the attorney.
- The current Board represents the majority of the next Board; only three seats will be filled.
- The Board will move forward with pursuing Antony to fill Kendal's position when Kendal retires, but Kendal needs to get clarification on legal obligations.

7. New Business

7.1 Environmental Scan planning (discussion only) – ED

- This month, Kendal and Antony (maybe James and Erica) will be going to Ohio to participate as guests to see an RFP process.
- The meetings are open to the public and are also available online. The RFP responses will be detailed.
- Later in the fall, an environmental scan will show Kendal and Antony what will be available.

- Kendal will prepare something for vendors to let them know what RSA is looking for.
- RSA will need to have its own RFP process in 2030.

7.2 RSA policy review schedule (discussion only) – AED

- Antony proposes putting policies on a three-year cycle of review with each policy listed out. The last policy review was in February. There would be an average of 6 policies reviewed each year.
- The employee handbook should be looked at annually, probably in February or July.
- The FOIA should be reviewed in August, just after the start of the fiscal year.
- Things can happen which would necessitate a policy review on a more frequent basis.

7.3 RSA Staff Workplan through end of calendar 2027 (discussion only) – ED

- Kendal put information together to go into the May newsletter for members to see RSA major projects for the next 18 months.
- Site visits will be very important in keeping members engaged.
- RSA needs a list of generic item types from members. We will set up generic item types.
- RSA is also working on new record formats and new cataloging methodologies. We don't want multiple libraries on one record.
- RSA is putting a lot of money toward database cleanup. We have used up the pre-paid consulting hours with Sirsi-Dynix. 10-digit ISBNs need to be upgraded to 13 digits. We need to find brief records that can be merged.
- We are going to start working on BCCat starting with libraries already working with BCCat.
- The following topics were also mentioned as part of the workplan: BLUEcloud Cataloging match and attach, NO TRANSIT item types – zoo and museum passes, and the firewall.

7.4 Strategic Plan planning

- Genna said the consultants should have an idea of what RSA does.
- NIU has a better government office, and they offer better pricing.
- Beth said a lot of places are using Amanda Standerfer at Fast Forward Libraries.

8. Board & Member Library Development – President

8.1 Board Member comments or projects in your library (discussion only)

- Beth – music on the square in Princeville – a series of concerts in June
- Lauren – had a landscaper show up when they said they would.

9. President's Time, Additional Public Comments, and Agenda Building for the 4 June meeting at Carlock Public Library (discussion only)

- Agenda item noted in 6.3; no additional comments noted at this meeting.

10. 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 1:26 pm

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

Minutes approved by: Board of Directors on: