Resource Sharing Alliance
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RSA BOARD MINUTES
Thursday, 6 August 2026 | 11:30 AM
Midwest Central High School Library – 910 S. Washington St., Manito, IL 61546

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:33 AM on Thursday, 6 August 2026, at Midwest Central High School Library.

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

Amy Harris - present
Lauren Heck - present
David Eckert - present
Jenny Jackson - present
Amanda Shaffer - present
Rebecca Seaborn – present
Christie Lau - present
Bobbi Mock - present
Valerie Simmons - present
Genna Buhr – present
Richard Young – absent
Samantha Freed - absent

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

2.1 In person:

Kendal Orrison (RSA), Antony Deter (RSA), Laura Spires (RSA)

2.2 Teams Locations: None

The board recognizes Jenny for receiving the 2026 ILA Crosman Memorial Award for New Library Workers.

3. Agenda adoption (action requested) – President

Motion by B. Mock, seconded by R. Seaborn

THE MEETING AGENDA BE APPROVED

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

4. Board Business – President

4.1 Elections for Vice President and Treasurer position elected in odd FYs (action requested)

- Richard is the current VP. The Treasurer position is open. The VP runs Board meetings in the absence of the Board President. The Treasurer is not assigned to bank account but would have visibility of RSA financial documents. The Treasurer would not be required to compile reports.
- Nomination for VP: Amy Harris volunteered. The nomination is seconded by Christie Lau.
- Nomination for treasurer: Valerie Simmons volunteered. Rebecca Seaborn seconds the nomination
- Nominations for each position accepted by unanimous voice vote.

4.2 Ensure all Board members have current OMA training certificates (discussion) – AED

- We are required to collect OMA certificates from all board members.
- Antony will follow up with anyone who has not submitted theirs. This is required only once; not annually.

4.3 Approve updated RSA Board Governance Policy (discussion and possible action) – AED

- Just over two years ago, the Board adopted two documents to govern how the board would operate outside of the bylaws.
- The two documents were combined into one, overall, Board policy document. If adopted, it will be added to the Boards three-year review cycle of all RSA policies.
- Roles and responsibilities are generally laid out in the bylaws. The bylaws were written to be generic; with specific policies were needed for clarity.

Motion by B. Mock, seconded by C. Lau

TO APPROVE UPDATED RSA BOARD GOVERNANCE POLICY
BE APPROVED

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

4.4 Remove Beth Duttlinger from check signers list and appoint fourth check signer (action requested) – ED

- Kendal will take the minutes for this meeting to the bank to have Amy added as a check signer and remove Beth.

Motion by J. Jackson, seconded by A. Shaffer

THE REMOVAL OF BETH DUTTLINGER AS CHECK SIGNER AND THE NEW APPOINTMENT OF AMY HARRIS AS FOURTH CHECK SIGNER BE APPROVED

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

4.5 Review and refresh organizational goals for FY27 (discussion and possible action) – President

- RSA is ready for a new strategic plan, Antony will run the process.
- RSA management have begun work to hire another Cataloging Specialist and an Library Services manager with a start date of January 2027. This will finish up the staffing goals from the 2019 Strategic Plan.
- RSA will continue to develop new ideas for supporting our libraries.
- The marketing role of the Business and Marketing Coordinator is being expanded now, this is envisioned to be approximately half of the position's work.
- Antony and Kendal have been doing succession training for over 3 years to ensure management coverage of all tasks regardless of who the new ED is.
- Begin initial planning for an automated library system RFP and potential migration to an entirely new system. The RFP should be issued at the end of 2029.
- Staff are back in the office four days per week. The anticipated new hires present a challenge with workspace. Two managers will likely share office space. If Antony is named as the new Executive Director, RSA should take time to examine RSA operations to identify capability holes, then design a position around those weaknesses and use that to fill the 14th staff member.
- Former Board Treasurer, Beth Duttlinger, suggested future Board members take a look at the real estate market.
- RSA is not committed to being located at the delivery hub, but gets a good deal on the current space they share with RAILS.

Motion by B. Mock, seconded by A. Harris

THE FY27 ORGANIZATIONAL GOALS BE APPROVED

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

4.6 Review Board's relationship with member libraries (discussion and possible action) – President

- Earlier this year, Antony and Laura randomly assigned Board members a list of member libraries for the purpose of providing another POC to members.
- David and Amy have been assigned lists for Board members whose terms expired in June 2026.
- Genna sent an email to her assigned members which she has said can be used as a template. Antony will send a copy of the language to the Board members.

5. Consent agenda (action requested) – President

5.1 Approve Board meeting minutes: 4 June 2026

5.2 Accept Financial Reports May 2026 and June 2026

5.3 Accept Check Register of $97,259.43 for May 2026 and $110,071.68 for June 2026

5.4 RSA's Bank Accounts Overview (discussion) – ED

- RSA has three accounts at Morton Community Bank: checking, insured cash sweep, and CDARS.
- The checking account and insured cash sweep work together to ensure the checking account maintains a $10k daily balance. The sweep account is broken up between 3rd party banks to ensure the entire balance is subject to FDIC insurance.
- RSA has 10 CDARS accounts which range from 3 month to 2 year CDs. The balance on the CDARS is just over $3.5M. The CDs belong to different banks but managed through MCB. The CDRS statement shows which banks the CDs belong to.
- We interchange the terms CDARS and savings as there are no restrictions on how these funds are used.
- RSA is in a good financial position to meet organizational needs.
- Re: ProPay, at time of meeting, Kendal has accomplished 95% of the work needed to normalize and assign payments from January to June. All Member libraries patrons have access to online payments with ProPay via RSAcat mobile app and some RSAcat online catalog profiles have ProPay as well.
- Kendal noted if patrons are removed from the system the same day they pay a bill online they cannot be counted in reports. This will be a topic for standardization.

Motion by A. Harris, seconded by C. Lau

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF $97,259.43 FOR MAY 2026 AND $110,071.68 FOR JUNE 2026
BE APPROVED

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

6. Reports and member library inputs (discussion and possible action)

6.1 Departmental Reports - RSA Staff

- Kendal noted the following staff anniversaries:
  - James Campbell – 15 years in August
  - Lisa Schemensky – 9 years in July
  - Patty Kweram – 8 years in August
  - Sara Naslund – 7 years in August

- Antony called attention to Erica's work on the data processes and dealing with the backlog of the database cleanup. We are working with SirsiDynix on a process to automate the cleanup of Brief titles to bring down the backlog and allow catalogers to focus on tasks that must be handled manually and to maintain their site visits.
- 28k records were entered into the system with no ISBNs at all and, therefore, have no match point. James is assisting with this. Some items do not have an ISBN because they are old and were imported from our previous CARL system in 2007.
- For the records that are left without a match, Erica discovered a tool from Boston Public Library that might do a mass interrogation of OCLC and create a report.

6.2 Directors Advisory Committee (DAC) – President / Committee Chair

- Genna provided an update on the July DAC meeting. Standardization was discussed as well as the forthcoming process of reviewing other systems.
- Genna encouraged the Board members present at today's meeting to also attend DAC meetings.

6.2.1 Appoint Final Committee Member for FY27 – update

- o There is still an opening on the DAC for a school representative. Valerie offered to reach out to the Unity school librarian. Bobbi volunteered to reach out to the librarian for Camp Point. RSA will email the school forums.

6.3 RSA Day Committee – R. Seaborn / Committee Chair

- No committee meeting was held in July.
- There is some internal succession planning. Alissa and Alyce will be co-chairs for a year.

6.4 Submitted Discussion Topics from Members (discussion) – Board / RSA Staff

- Nothing to report at this time

7. Unfinished Business

7.1 Strategic Plan Preparation w/ timeline update (discussion and possible action) – President

- Antony recommended creating a working group for this process. He suggested the working group be comprised of at least one Board member plus staff from member libraries and staff from RSA. We are not looking for people with experience in strategic planning.
- Working group meetings would be in person as well as online to cut down on travel costs.
- Kendal noted that Amanda wants to begin this process in September. He said Amanda is good at setting deadlines and keeping people on task. The work shouldn't be overwhelming, but there will be a time commitment.

7.1.1 Establishing a working group

- o David and Amy have volunteered to be part of the working group.

7.2 Approve Leadership Transition Plan Recommendation from FY26 Board (discussion and possible action) – President/ED

- The previous Board provided a written recommendation to the new Board regarding their thoughts on succession planning. That recommendation provided several exit ramps in the event the FY27 Board does not agree with the FY26 Board's recommendation to strongly consider promoting the EAD.
- Genna noted that the succession plan has been discussed for quite a while. There are not a lot of qualified candidates for the position. She pointed out that Antony has basically been interviewing for the Executive Director position for the past three years. There will be an open interview process to provide an opportunity to express concerns, but so far there have been no concerns.
- The actual asking of questions during the interview will remain with the Board.

Motion by D. Eckert, seconded by A. Harris

THE LEADERSHIP TRANSITION PLAN BE APPROVED

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

Amy – Aye
David – Aye
Jenny – Aye
Lauren – Aye
Amanda – Aye
Genna – Aye
Bobbi –Aye
Christie – Aye
Valerie – Aye
Rebecca - Aye

7.3 Environmental Scan Updates (discussion only) – ED

- Kendal and RSA managers observed the RFP process for a consortium in Ohio. PrairieCat is doing an RFI, and SWAN is getting ready to do an RFP.
- Kendal is looking for information beyond the sales pitch. Specifically, he wants to know more about the current state of their discovery products and if they are compatible with Symphony, more about where the back-end operation will be in three years, and how vendors would support a large consortium like ours.
- PrairieCat, SWAN, and RSA continue to communicating about potential new vendors in the ILS market.
- Our current system has been in place for nearly 20 years; there is a lot of garbage in there. RSA is also looking to standardize to make things easier for members. Most of

the back-end processes work well, but patron and staff interfaces have changed over time.
- Moving to an entirely difference system will, at this time, result in significantly worse report capabilities. Our members are used to in-depth reporting.
- SIRSI has been investing in BLUEcloud Circulation improvements and in their new, not yet released, discovery product.

8. New Business

8.1 Infographics – Review and Comment on DAC Example (discussion and possible action) – ED / AED
- The #1 request from libraries in 2019 was marketing material.
- Laura will work on simple graphics before moving into video content.
- Requests will be sent out for input on marketing collateral. RSAcat materials were requested at today's meeting. It was noted by several Board members that there has been a high level of patron interest in the mobile app.

8.2 RAILS Consortia Committee Alternate (discussion and possible action) – President
- RAILS has a consortia committee. Antony is the current representative for RSA.
- A backup representative is needed to cover RSA when Antony cannot attend a meeting.
- Jenny volunteered to be the RAILS Consortia Committee Alternate.

8.3 Review and approve updated Freedom of Information Policy for 2026/27 (discussion and possible action) – AED
- This is an update of the previous document. The new Board Treasurer will be added to the document. The DAC Chair information will also be updated.

Motion by C. Lau, seconded by A. Harris

THE APPROVAL OF THE UPDATED FREEDOM OF INFORMATION POLICY FOR 2026/27 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)
- Amy is receiving a security grant. She will be adding security gates and more cameras at her library.
- Genna reported her library is going to referendum. They are paying off bonds five years early. She currently needs more staff, but cannot add them. She is going to ask the bond rate be added to their operating rate. Between now and election day, she will be focused on this discussion with the public.

- Rebecca reported her library has added a pavilion to increase community space. The pavilion will be open on 8/22/2026. She was able to go to their TIF district for additional funding.
- Lauren has ordered a new book drop for her library.
- Valerie recently toured the new Carthage PL building. She reported it was a beautiful space and encouraged others present at the meeting to visit it.

10. President's Time, Additional Public Comments, and Agenda Building for the 3 September 2026 meeting at the Illinois Veterans Home Classroom (discussion only)

- Genna had no additional comments.
- Bobbi confirmed the next Board meeting will be held at the Veteran's Home classroom. She said she would be happy to provide a tour of their library at the next meeting.

11. Closed Session Minutes Review – President

Closed Session Minutes from 01/08/2026 and 02/05/2026 review.

- Genna asked if anyone wished to discuss the closed session minutes. She explained the closed session minutes usually remained closed, and that was her recommendation at this time.
- Kendal also recommended leaving the closed session minutes closed if they are related to personnel. They can be release after the personnel leave RSA employment.
- No discussion was required and the Board did not enter closed session.

Motion by B. Mock seconded by D. Eckert

TO KEEP THE CLOSED MINUTES CLOSED

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

Amy Harris - Aye
David Eckert – Aye
Amanda Shaffer - Aye
Jenny Jackson - Aye
Rebecca Seaborn - Aye
Christie Lau - Aye
Valerie Simmons – Aye
Lauren Heck - Aye
Genna Buhr – Aye
Bobbi Mock– Aye

13. Adjourn (action requested) – President

<u>**Motion by L. Heck, seconded A. Harris**</u>

<u>THE MEETING BE ADJOURNED</u>

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

Meeting adjourned at **2:24** pm

Minutes compiled by: Laura Spires, RSA Business and Marketing Coordinator
Minutes approved by: Board of Directors on