Resource Sharing Alliance
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RSA BOARD MINUTES
Thursday, 4 June 2026 | 11:30 AM
Carlock Public Library, 202 E. Washington St., Carlock, IL 61725

1. Welcome and Call to Order – President
G Buhr, Board President, called the meeting to order at **11:31** AM on Thursday, 4 June 2026, at Carlock Public Library.

1.1 Roll call of RSA Board Members at meeting location - Note Taker
Amanda Shaffer – **present**
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 - **absent**

1.2 In-person quorum: adopt motion allowing members to participate via Teams if they meet OMA rules preventing physical attendance (action requested) – President

Motion by B. Duttlinger, seconded by R. Young

TO ALLOW MEMBERS TO PARTICIPATE VIA TEAMS BE APPROVED

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

Teams participation sites:
- **Valerie Simmons, 213 N. Fair St., Mendon, IL 62351**

1.3 Roll call of RSA Board Members participating via Teams - Note Taker
Valeria Simmons – absent at roll call, but joined about 10 minutes into the meeting.

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

2.1 In person:
Kendal Orrison (RSA), Laura Spires (RSA)

2.2 Teams Location:
Amy Harris (Alpha Park Public Library)

3. Agenda adoption (action requested) – President

Motion by J. Jackson, seconded by R. Seaborn

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: 7 May 2026

4.2 Accept Financial Reports April 2026

4.3 Accept Check Register of $110,415.71 for April 2026

Motion by B. Mock, seconded by J. Jackson

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF $110,415.71 for April 2026 BE APPROVED

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

5. Reports (discussion and possible action)

5.1 Departmental Reports - RSA Staff

- Updates: Enterprise/Portfolio RSAcat server upgrade occurred over the weekend. It is giving weird time out errors. Kendal opened a strongly worded case with Sirsi.
- Maria is working on implementing online payments in RSAcat. We have added new libraries, set up the backend, confirm contact information with each library, and run a test payment which Kendal immediately voids. There is an issue with some libraries are able to be set up and some are not. We are working on figuring that out. The overall setup and implementation takes time to implement out because we must reach out to each library to verify contact information prior to them going live.
- The firewall stuff is all done! There is nothing left in Springfield.
- We have a phone call scheduled with Sirsi next week re: database cleanup project. This is step one. There are 270k records with 10-digit isbns.
  - Step two is looking at only brief cataloging records and seeing if any can be merged.
  - Step three is to take the remaining brief records to see if they can be matched to a full record. We are spending consulting money to get that done.
- We have 32 directors already registered for Director's Day.
- Antony has been with us for 3 years.
- Kendal is less than a year away from retirement.
- There are new bits in BLUEcloud Circ that were updated last week. The default search reverted to name or ID. Antony and Kendal have concerns about setup issues on the backend and scheduled a phone call with the head of dev with Sirsi and the head of BLUEcloud regarding them.

5.2 Directors Advisory Committee (DAC) – President

• DAC has not met since last board meeting.

5.2.1 Committee membership appointments for FY27 – update

•Terms are ending for Bobbi, Randall, and Noelle, but they have decided to continue serving on the committee.

• Kristen Tortat is departing the DAC. Amy Harris has been elected to the Board and needed to be replaced on the DAC.

• Alissa Williams will be stepping into the DAC seat formerly held by Amy.

5.2.2 Expand member involvement by electing Committee Chair from appointed members

• We are starting to see more DAC participation.

•At the next DAC meeting, Genna will propose the committee select their own chairperson from their own members who are not Board members. Genna believes that it would be good to have separate leadership for each. The position of DAC chair would be an annual election at the first meeting of the FY.

• Antony continues as the RSA liaison to the DAC and will work with the Committee Chair to create the meeting agenda.

• Reiterated that the DAC's role is basically identical to the former User's Group: provide opinions on what RSA should do.

• Kendal suggests either a verbal or written report should be provided by the DAC Chair at the next Board meeting after a DAC meeting. The DAC chair could attend board meetings online.

• Larisa would like to know if a DAC meeting should be held at the Director's Day event, or if marketing collateral should be available at Director's Day to feature information and promote DAC.

5.3 RSA Day Committee – President/L Good

•Committee has not met yet.

5.3.1 Approve Committee meeting dates for FY27 (action requested)

•Proposed schedule is in the meeting packet.

<u>Motion by L. Good, seconded by B. Mock</u>

<u>THE MOTION TO APPROVE THE RSA DAY COMMITTEE CALENDAR FOR FY27 BE APPROVED.</u>

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

5.3.2 Appointed Committee Members for FY27 - update

• Alyce Jackson and Kim Lichtsinn have agreed to stay on.

• Alissa may stay on as committee chair.

• Larisa is leaving the Board and will be replaced with a new board liaison to this committee.

• Rebecca Seaborn volunteered as board liaison for this committee.

5.4 FY27 Board Election Update – ED

• Election results are provided. There were no duplicate votes and no votes in error.

• All candidates have been emailed with the election results. Genna thanks Larisa and Beth for their service on the board. This is their last board meeting.

6. Unfinished Business

6.1 Strategic Plan Proposal from Fast Forward Libraries (discussion and possible action) – President

• We have a proposal from Fast Forward Libraries. This is basically the same procedure we used to create the 2019 Strategic Plan. Total is $20k and is included in the FY27 budget.
• Amanda Standefer has worked with RSA previously. She will be working primarily with Antony. The Board and Kendal were very happy with her previous work on the 2019 Strat Plan.
•There were no questions about the information provided in the proposal.

Motion by R. Young, seconded by J. Jackson

THE STRATEGIC PLAN PROPOSAL FROM FAST FORWARD LIBRARIES BE ACCEPTED

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

6.2 Leadership Transition Background and Options (discussion only) – President/ED

• Kendal, based on a question raised at the May Board meeting, contacted our lawyers for clarification about the legal requirements and process of hiring a new Executive Director. The lawyer relates that there are no specific Federal/State requirements, but that RSA's Bylaws/IGA/internal policies may have wording about the process. These documents only state that the Board is responsible for hiring the Executive Director and are silent on the process.
• Kendal also asked his peers at CCS, SWAN and PrairieCat. None have hired in the past 10-ish years but their previous process was a full hiring process and none had an Assistant Director at the time. Their emergency process to fill a suddenly open Executive Director position would be to again run a full process.
• When RSA created and filled the AED position in 2023 it was the assumption that person hired would be on a multi-year interview to fill the ED role when Kendal retires.
• Almost all of the new work that came with full independence is pure administrative and management work, not technical. Kendal's skill set is primarily technical while Antony's is primarily on the administrative and management side. Much of the transition work assumed the AED would transition to the ED role or at least remain on staff. The division of labor between ED and AED will continue regardless of what the board chooses to do since it's best of RSA long term for someone with a longer time frame manages some processes.
• The board reviewed several options to fill the ED role in 2027:
  • Opt. 1 is to post/advertise the position and run the full process.
  • Opt. 2 is to hire a consulting firm to do the work.
  • Opt. 3 is to have the board sit down for a formal interview with the Assistant ED. Then regroup if they fell it's necessary
• Beth's philosophy is that Antony was hired with the idea that he would eventually fill this position. She isn't sure we should commit resources to go through a full process when those resources should be used to rework and fill Antony's current position.
• Jenny asked if there are any concerns about any potential coverage gaps when Kendal retires that should be addressed immediately? Most are gaps in long term RSA history, system setup, and reporting knowledge. SirsiDynix can fill most of the system related gaps and would happily do so. A

better question will be, what gaps appear in daily working after Kendal's retirement? They may be technical in nature, or organizational, or maybe a new area of concern emerges.
• Kendal notes that system knowledge changes all the time, especially if RSA migrates to another automation system. The new ED should have a more administrative focus to run RSA. We do need to ensure someone on staff is keeping an eye on our technical vision/future products, but this is a difficult thing to train from scratch.
• Genna also recommends going with opt. 3. The full board agreed. A recommendation from the FY26 Board for the FY27 Board's consideration will be on the August agenda.

6.3 Environmental Scan Updates (discussion only) – ED
• James, Antony, Erica, and Kendal have been attending the RFP presentations of a sister organization in Ohio. Their organization is very similar to RSA in same size and type. James has a monthly call with their tech staff to share tips and tricks.
• SirsiDynix (current vendor), Bywater Solutions Koha, and Innovative Polaris were selected for presentations. RSA is attending the public-facing sales presentations, but not the private, more in-depth system administration sessions.
• Attending these sessions has helped to focus in on what we will ask vendors to present during RSA's library automation systems environmental scan this fall.

7. New Business
7.1 Review Board Workplan for FY27 (discussion only) – ED
• Kendal created a guess at a board work plan for the new RSA staring in 2025. We used it for two years and took notes. The new workplan was presented to give the board an idea as to what types of scheduled or repeatable events to expect at each board meeting.

8. Board & Member Library Development – President
8.1 Board Member comments or projects in your library (discussion only)
• Beth just got her bar code duplicator and has started applying barcodes close to the spine. She has the information on her website.
• Genna mentioned partial funding came through from the north central grant.

9. President's Time, Additional Public Comments, and Agenda Building for the 6 August meeting at Midwest Central CUSD, High School Library (discussion only)
• Beth offered her thanks to the board members.

10. Adjourn (action requested) – President

<u>Motion by B. Duttlinger, seconded by L. Good</u>

<u>THE MEETING BE ADJOURNED</u>

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

Meeting adjourned at **12:55** pm
Minutes compiled by: Laura Spires, RSA Business and Marketing Coordinator
Minutes approved by: Board of Directors on 6 August 2026