RSA BOARD MINUTES
Thursday, 3 September 2026 | 11:30 AM
Illinois Veterans Home, Classroom – 1707 N. 12th Street, Quincy, Illinois 62301

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:41 AM on Thursday, 3 September 2026, at Illinois Veterans Home, Classroom.

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

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

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 D. Eckert, seconded by J. Jackson

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: 6 August 2026
4.2 Accept Financial Report for July 2026
4.3 Accept Check Register of $422,400.78 for July 2026

DRAFT

Motion by A. Harris, seconded by R. Seaborn

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER of $422,400.78 for JULY 2026 BE APPROVED

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

5. Reports and Member Library Topics (discussion and possible action)

5.1 Departmental Reports - RSA Staff

- A brief, preliminary update on the recent financial audit was provided.
- An update was given on the current database cleanup project.
- To date, there are 45 registrants for Directors Day. This event is for directors to network.
- RSA anticipates adding two new staff members beginning 1/11/2027. Furniture and equipment have been ordered for the new team members.
- This round of site visits is going well. It is better for the libraries for RSA to conduct these visits.

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

- No committee update was provided at this meeting.

5.2.1 Appoint Final Committee Member for FY27

- Tom Gross emailed Genna re: the open school seat. Genna will follow up with him.

5.3 RSA Day Committee – R. Seaborn / Committee Chair

- No committee meeting was held in August.
- RSA Day will be held on 4/13/2027 at Macomb, but there is no contract yet.
- Alissa's term on the committee is ending. Alyce and Larisa will co-chair.

5.4 Board of Directors Resignation/Opening – S. Freed (Public <2k pop served)

- A special election is needed. Kendal will send out an email next week.

5.5 Topics or Issues from Members – Board/RSA Staff

- Nothing noted at this meeting.

6. Unfinished Business

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

- Jenny Sevier has volunteered for the working group.

• One more non-Board volunteer is needed. Someone from a smaller library would be great. Antony will send out a reminder.
• The time commitment is difficult to predict.

6.2 Leadership Transition Plan Updates (discussion and possible action) – President

6.2.1 Comms plan for updating membership and staff on process

• Communication to membership was sent via the RSA newsletter.

6.2.2 Gathering questions/themes from Board members

• Kendal is finalizing the questions survey and will send it out next week. The survey is anonymous and will be sent to all RSA Member library Directors
• Submitted forms will be saved to Excel and sent to Genna or Amy before November.
• Kendal will email everyone with the list of final questions.
• Genna will assign each Board member a question to ask to avoid one person doing all the talking.

6.3 No-Transit Items Update (discussion only) – ED

• A detailed guide was provided for this meeting.
• Logistical details were discussed.
• Guides have been updated.

6.4 Review Policy of the Month for Sep & Nov (discussion and action requested) – AED

6.4.1 Fine Block Limits

• The only change being proposed is to update the link to the policy it refers to because the old policy no longer exists. Otherwise, it stands as it is.

6.4.2 RSA Bylaws

• No action will be taken on this as no changes will be made.

Motion by B. Mock, seconded by A. Shaffer

THE PROPOSED POLICY REVIEW FOR FINE BLOCK LIMITS BE APPROVED

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

7. New Business

7.1 RAILS LLSAP Support Grant Application Guide (discussion only) – ED

• An explanation was provided for the RAILS LLSAP Support Grant.
• Kendal has sent out two emails re: collection budgets for schools. Twenty-two libraries have responded.

7.2 Library Services Manager & Cataloging Specialist Hiring Update (discussion) – ED

• This topic was discussed in Agenda Item 5.1
• James and the new Library Services Manager will share an office.
• The cataloger hired to begin in January will not need to know how to do original cataloging.

7.3 IGA Between Bloomington PL, Normal PL, and RSA for cross library patron loads (discussion and possible action) – ED

• An explanation was given re: the long-standing informal agreement between Bloomington and Normal libraries.
• The director of Normal PL wants to formalize the relationship with an IGA executed by both libraries and RSA. The IGA still needs to be reviewed by attorneys.
• This is the first public library IGA RSA has been asked to sign, but RSA does similar things with school districts.

Motion by R. Young, seconded by A. Shaffer

THE IGA BETWEEN BLOOMINGTON PL, NORMAL PL, AND RSA for CROSS LIBRARY PATRON LOADS BE APPROVED

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

7.4 Annual System Cleanup Project – Paid Bills (discussion only) – ED

• An explanation was provided for the policy RSA has created to clean out paid bills every five years before most libraries became fine free.
• RSA is working on a process for creating a discard user that could be cleaned out at the end of the month and reported to member libraries.
• The current system cannot make you wait to delete a patron record.

7.5 RSA Group Purchase for EnvisionWare Cloud 9, PC Reservation for all Public Libraries (discussion and possible action) – ED/AED

• The current group purchase agreement was explained.
• EnvisionWare is offering a new product and is willing to sell RSA a multi-site subscription at a heavily reduced price of $58.00 for public libraries only plus an additional implementation fee.
• Antony is going to reach out to EnvisionWare to request more information about the costs and other parts of the program.

7.6 Draft Marketing Sharables Work (discussion only) – ED

• RSA will build a marketing page on the support site to provide images and template links for marketing collateral.
• Laura is attending a marketing conference in November.
• Laura will run the templates through the accessibility checker in Canva.
• Project ideas were requested.

8. Board & Member Library Development – President

• Amy purchased RFID gates.
• Lauren got a new book drop.
• Richard thanked Kendal for resolving an issue with the book lockers.

9. President's Time, Additional Public Comments, and Agenda Building for the 5 November meeting at the Farmington Area Public Library (discussion only)

- Nothing will be added to the November agenda. Antony's interview will be via Teams.

10. Adjourn (action requested) – President

Motion by A. Harris, seconded J. Jackson

THE MEETING BE ADJOURNED

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

Meeting adjourned at **1:59** pm

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