REACHING ACROSS ILLINOIS LIBRARY SYSTEM

Approved 5/27/2026
125 Tower Drive
Burr Ridge, IL 60527
630.734.5000
630.734.5050
railslibraries.org

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, April 22, 2026 | 10:00 am
RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

DRAFT MINUTES

1. Welcome and Call to Order
   Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 10:01 a.m.

2. Roll Call of Members
   Present at Burr Ridge: Jennifer Cutshall, Jennifer Hovanec, Carolyn Sennett
   Present at Engineering Systems Incorporated: Catherine Yanikoski
   Present at Frankfort Public Library: Amanda Kowalcze

   A quorum was present.

3. Recognition of Guests and Announcements
   Guests in Burr Ridge: Joe Filapek, Monica Harris, Mary Kate Murray (designated note-taker)
   Guests via Zoom: Sam Daly

4. Public Comments
   There were no public comments.

5. Adoption of the Consent Agenda
   5.1. Adoption of the Agenda
   5.2. Approval of the RAILS Policy Committee Meeting Minutes from March 25, 2026

   Sennett moved to approve the consent agenda. Hovanec seconded, and the motion was unanimously approved.

6. Unfinished Business
   6.1. FMLA
   Harris presented the updated FMLA policy, including clarifying changes related to medical evaluations and the use of benefit time.

6.2. Bereavement Leave
Harris noted the updates provided by the legal team related to eligibility for leave, and explained the title change from “Funeral/Bereavement Leave” to “Bereavement Leave.

6.3. School Visitation Leave
Harris clarified the eligible reasons for leave, specifying the change from “classroom activities” to “behavioral or academic meetings.”

6.4. Organ and Blood Donation Leave
Harris explained that drivers “confirm fitness for duty” before returning for work. The committee recommended increasing the amount of time off from one hour to two hours for blood donation.

6.5. Nursing Employees and Lacation Room
Cuts made to the specifics in the draft policy were discussed, in addition to the need for procedural documentation for each service center. The committee suggested adding altering the language under “Private Room” to state “RAILS provides a private space with functioning locks in close proximity to the work area, other than a toilet stall.”

6.6. Retirement Plan
Harris noted the addition of the last paragraph from the legal team regarding unused sick time.

6.7. Insurance
The committee recommended one syntax change from “employees schedule to work ‘less than’ 20 hours a week” to “fewer than”.

6.8. Other Retirement and Benefits Programs
Harris presented the policy with an additional statement clarifying that RAILS does not provide additional contributions “[f]or any benefits not offered by IMRF to eligible employees”.

6.9. Employee Assistance Program
Harris explained the broadening of language under what help the Employee Assistance Program provides. She also noted the addition of sentence

encouraging staff to contact Human Resources for more information and a link to the RAILS Staff Intranet at the end of the policy.

6.10. Employee Referral Incentive

Harris described a change in the policy title from "Retention" to "Referral," the movement of a sentence defining "hard-to-fill roles", and the changes to the reward structure to reflect equitable awards based on the position hired.

Kowalcze moved to recommend the FMLA, Bereavement Leave, School Visitation Leave, Employee Blood an Organ Donation Leave, Nursing Employees and Lactation Room, Retirement Plan, Insurance, Other Retirement and Benefits Programs, Employee Assistance Program, and Employee Referral Incentive Program policies, with suggested minor edits, for review by the RAILS board. Cutshall seconded, and the motion was approved by unanimous vote.

7. New Business

7.1. Remote Work

Daly explained remote work procedures at RAILS. The committee recommended changing to general-neutral language and removing a statement regarding "existing remote working employees" as it was only necessary when the policy was new. OSHA requirements and liability for work-from-home spaces were discussed. The committee also suggested clarifying that 10:00 a.m. – 3:00 p.m. are "core" working hours and recommended a general legal review.

7.2. RAILS Employment

Harris clarified that the Succession Plan does not need to be noted directly in the RAILS Employment policy. No changes were made.

7.3. Employment Classifications

The committee reviewed the Employment Classifications policy and recommended changing the language around "RAILS' benefits package" for clarity. These changes may need legal review.

7.4. Pay Periods and Procedures

Harris noted the addition of the "Use of Benefit Time" section to the policy. Daly clarified the bi-weekly payment dates, Human Resource's calculation of benefit time, and procedures of payroll.

7.5. Overtime/Timekeeping
Harris stated that the term “discharge” was changed to “termination”. No changes were suggested.

7.6. Military Leave
Harris presented the Military Leave policy with additions made by the legal team. Daly explained how RAILS maintains benefit premiums when employees are on leave.

Sennett moved to recommend the RAILS Employment, Pay Periods and Procedures, Overtime/Timekeeping, and Military Leave policies for review by the RAILS board. Cutshall seconded, and the motion was approved by unanimous vote.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
The next committee meeting will be on Wednesday, May 27, 2026, at 10:00 a.m. The agenda will include the Remote Work and Employment Classifications policies, along with additional policies, to review.

9. Adjournment
The meeting was adjourned at 11:08 a.m.