REACHING ACROSS ILLINOIS LIBRARY SYSTEM

Approved 6/24/2026
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REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, May 27, 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 10:00 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 April 22, 2026

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

6. Unfinished Business
   6.1. Remote Work
   Harris presented the Remote Work policy, including the specification of “core” scheduled hours of work, legal clarification on to “job-related” accidents or injuries

sustained while working at home, and updated language about RAILS-provided equipment.

6.2. Employment Classifications

Harris stated that the language changes to the Employment Classifications policy recommended by the Policy Committee were okayed by RAILS' attorneys.

Sennett moved to recommend the Remote Work and Employment Classifications policies for review by the RAILS board. Cutshall seconded, and the motion was approved by unanimous vote.

7. New Business

7.1. ADA Grievance Procedure Policy

Filapek presented the public-facing ADA Grievance Procedure Policy, which was newly drafted based on legal recommendation. The committee discussed whether the policy should be renamed for clarity and recommended moving the ADA Coordinator contact information closer to the beginning of the document. Legal review was advised.

7.2. On-Call (for removal)

Harris introduced the On-Call policy for removal from the employee handbook as employees are no longer required to be on-call. There were no comments.

7.3. Personal Appearance

The committee discussed the use of the word "appropriate", and recommended adding the sentence, "Dress standards may vary day to day based on circumstances." The committee recommended further legal review with questions about the word "political", whether this policy should be tied to the RAILS Ethics policy, and consideration of tattoos.

7.4. Compensatory Time

Harris noted changes to the Compensatory Time policy made by RAILS' attorneys. There were no questions.

7.5. Hours of Work

The committee proposed adding "as outlined in other policies" to the statement about temporary changes in schedule.

7.6. Complaint Reporting Process

Harris presented the suggested legal changes to the Complaint Reporting Process policy. The committee discussed when "review" or "investigate" should be used within the reporting steps, suggested the removal of "and procedures" from the title, and recommended a "See Also" section that refers to the Sexual and Other Forms of Harassment policy.

7.7. Performance Review/Salary Increases

Because salary changes are not tied to employee performance, the committee recommended separating the policy into two with headings for Performance Reviews and Salary Adjustments. They advised adding a statement clarifying that salary changes "are considered separately from performance reviews" to the Salary Adjustments policy.

7.8. Termination of Employment

Harris presented additions to the policy regarding vacation payout. The committee suggested making minor language changes for tone and adding a "See Also" section that references COBRA and retirement benefit policies.

7.9. Welcome to RAILS

The committee recommended this just be called "Introduction" and a welcome letter be included with the Employee Handbook for staff onboarding. They advised softening the tone of the introduction and possibly creating a separate "at-will" section that defines at-will employment to emphasize its importance.

Cutshall moved to recommend the removal of the On-Call policy and the inclusion of the Compensatory Time, Hours of Work, Performance Review, Salary Adjustments, and Termination of Employment policies for review by the RAILS board. Sennett 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, June 24, 2026, at 10:00 a.m. The agenda will include the ADA Grievance, Personal Appearance, and Complaint Reporting policies, along with additional policies, to review.

9. Adjournment
   The meeting was adjourned at 11:35 a.m.