REACHING ACROSS ILLINOIS LIBRARY SYSTEM

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REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD

POLICY COMMITTEE MEETING

Wednesday, September 23, 2026 | 10:00 a.m.
RAILS Burr Ridge, 125 Tower Drive, Burr Ridge, IL 60527

DRAFT MINUTES

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

2. Roll Call of Members – Mary Kate Murray
   Present at Burr Ridge: Jennifer Cutshall, Amanda Kowalcze, Carolyn Sennett
   Present at East Peoria: Rob Parks (left at 11:24 a.m.)
   Present via Zoom: Rebecca Hunt

   A quorum was present.

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

4. Public Comments – Amanda Kowalcze
   There were no public comments.

5. Adoption of the Consent Agenda – Catherine Yanikoski (action requested)
   5.1. Adoption of the Agenda
   5.2. Approval of the RAILS Policy Committee Meeting Minutes from June 24, 2026

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

6. Approval of FY27 Policy Committee Schedule (action requested)

   Parks moved to approve the FY27 Policy Committee Schedule as presented. Sennett seconded, and the motion was unanimously approved.

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7. New Business (Discussion and possible action)

   7.1. Jury Duty

   Harris presented the Jury Duty policy with updates suggested by Ancel Glink so that RAILS will be in compliance with updates to statewide Jury Duty legislation effective January 1, 2027. The Committee suggested adding language to clarify that benefits will be available to employees during Jury Duty Leave and to contact HR if leave extends beyond 30 days.

   7.2. Review of the RAILS Employee Handbook

   The Committee discussed the draft Employee Handbook, addressing grammatical and consistency errors throughout. Sennet suggested adding an index to help employees navigate the handbook and easily reference defined terms. The Committee discussed the importance of cross-referencing and linking information, especially regarding legislation. An introductory statement to the Employee Leave section was suggested. The Committee recommended changing the title for the PLAW policy to Paid Personal Leave and referring to PLAW time as Paid Personal Leave throughout the handbook. In the Family Medical Leave of Absence policy, the Committee proposed changes in how the acronyms FMLA and FML were used; these changes need to be proposed to legal.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
   The next RAILS Board Policy Committee Meeting will be held on October 14, 2026, at 10:00 a.m. The agenda will include an updated Jury Duty policy and further conversation about the draft Employee Handbook.

9. Adjournment
   Kowalcze adjourned the meeting at 11:32 a.m.