



**PrairieCat Administrative Council
Minutes
June 2nd, 2023**

The Council met on Friday, June 2nd, 2023, 10:30 am –1 pm
In person at the Johnsborg Public Library, 3000 N. Johnsborg Road, Johnsborg,
IL

The meeting will also be available online via Zoom:

https://raillibraries.zoom.us/meeting/register/tJIItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-#/registration

I. Call to order, Welcome and Introductions

Present at Johnsborg: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kelly McCully (BD), Emily Faulkner (DK), Beth Ryan (JO), Megan Gove (TF), Laura Long (EM), Ashley Huffines (FP), Michelle Krooswyk (NL), Kimberly Brozovich (RP), Laura Watson (HC), Penny Bryant (PT)

Present via Zoom: Victoria Blackmer (CV), Julie Wayland (PR)

Absent:

Faulkner (Chair-DK) called the meeting to order at 10:34 am.

II. Introduction of Visitors and Public Comments

Julie Wayland with Princeton Public Library introduced herself as a new Administrative Council member for FY24.

III. Review Agenda for Additions/Changes

There were no revisions. Coulter added a discussion regarding Consortia Committee as h. of Administrative Issues.

IV. Consent Agenda

- a. Approve minutes for May 5th, 2023, PrairieCat Administrative Council meetings
- b. Approve financial report for April 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Gove (TF) moved and McCully (BD) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 11

Nays: 0

Abstentions: 0

V. Membership Update

a. Update on new and upgrading members.

Smith (PrairieCat) stated that Mt. Carroll is upgrading from Union List to Basic Online and are set to Go Live on Monday, June 5th. FHN has given their official notice of withdrawal from PrairieCat, which was expected. As of June 30th, they will no longer be a member of PrairieCat. Putnam County Schools is adding their primary school and will be working on adding items throughout the year. Winnebago Public Library is considering joining PrairieCat. Coulter (PrairieCat) has been in contact with the director and has spoken to the library board. Winnebago is supposed to vote on joining at their June 15th board meeting.

- Update on current training and engagement projects
Smith (PrairieCat) said PrairieCat staff continues work with Cherry Hill on the new website project. The launch of the new site is on hold until Cherry Hill can get the Statistics and Reports page working. There are also a few problems with permissions on the new site that need to be corrected as well.

Coulter (PrairieCat) explained that this fiscal year, we decided we would be enforcing the Delegates Assembly attendance policy without the in-person requirement. Smith continued, saying according to the bylaws, a library's Delegate or Alternate must attend at least two of the four Delegates Assembly meetings. If they do not, they will be fined \$150. Four libraries did not meet this requirement. Elizabeth Township Library attended one meeting, Lena Community District Library attended one meeting, Polo Public Library District attended one meeting and Walnut Public Library District did not attend any of the Delegates Assembly meetings in FY23. Smith asked the Council if we they want to enforce this rule and fine those who did not attend the required two meetings. Krooswyk (NL) does not think it is fair to all the libraries who did attend the meetings to not fine the four libraries who did not. Smith explained that Polo Public Library District did have a new director in November 2022. The Council agrees to give a pass to Polo and send more communication about attendance expectations going forward. They also agreed to fine the other 3 noncompliant libraries.

VI. Administrative Issues

a. Recognize departing Council members

2220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>

Coulter (PrairieCat) thanked and congratulated Long (EM) on her service on the Council over the last six years.

b. ACTION: Elect FY24 officers

FY24 Executive Committee
Chair: Huffines (FP)
Vice Chair: Krooswyk (NL)
Secretary: Brozovich (RP)
Treasurer: Beth Ryan (JO)

MOTION #

Gove (TF) moved and Watson (HC) seconded to approve FY24 Administrative Council officers. There was no discussion on the motion.

***Motion carried by vocal affirmation.**

Ayes: 11

Nays: 0

Abstentions: 0

c. ACTION: Approve check signers, FY24

MOTION #3

McCully (BD) moved and Bryant (PT) seconded to approve FY24 Executive Committee as check signers. There was no discussion on the motion.

***Motion carried by vocal affirmation.**

Ayes: 11

Nays: 0

Abstentions: 0

d. ACTION: Approve meeting dates, FY24

MOTION #4

Huffines (FP) moved and Ryan (JO) seconded to approve FY24 meeting dates as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 11

Nays: 0

Abstentions: 0

e. ACTION: Review closed session meeting recordings for release or deletion for recordings over 18 months old

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MOTION #5

Long (EM) moved and Krooswyk (NL) seconded to approve the deletion of closed session recordings over 18 months old. There was no discussion on the motion.

***Motion carried by vocal affirmation.**

Ayes: 11

Nays: 0

Abstentions: 0

- f. Review ILL Barcode Policy, FY24
Coulter (PrairieCat) explained that every year, the Administrative Council reviews the ILL Barcode Policy. The staff have no recommended revisions to this policy. Gove (TF) suggested changing the policy to review as needed versus annually. Coulter will make these changes.
- g. ACTION: Review and discussion, changes to collection policy and procedures of the circulation manual
Coulter (PrairieCat) said After a lengthy discussion with the UMS technician, it was ascertained that there is no way, other than reviewing each patron and their outstanding materials in Sierra, to prevent a patron's home library from turning over their own patrons from owing for materials from another library. This process would entail a manual review of each patron and all the materials they are being charged, and then marking the patron for exemption before the report is submitted to UMS. The library staff member would have to look up each patron in Sierra, see the location for the material in arrears, ascertain if the patron should be exempted, and then mark the record from deletion on the report before it is submitted. This would be quite a lot of work if there are several patrons being reported and would need to be done regularly. Gove (TF) suggested upping the limit on when a patron is sent to collections. Coulter answered that we cannot add this as a policy because we cannot fiscally bind libraries, but the policy can recommend setting a \$50 threshold. After reviewing policy, the Council would like to change: D. 1. to C.1, D. 2. to E., D.3 to F., D. 4. to G.

MOTION #6

Bryant (PT) moved and Krooswyk (NL) seconded to approve the changes to the collection policy and procedures in the circulation manual. There was no discussion on the motion.

***Motion carried by vocal affirmation.**

Ayes: 11

Nays: 0

Abstentions: 0

h. Discussion, Consortia Committee

Coulter (PrairieCat) stated that Faulkner (DK) is currently PrairieCat's voting member on the RAILS Consortium Committee. She asked Faulkner if she wanted to remain PrairieCat's voting member. Faulkner agreed.

- i. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

MOTION #7

Ryan (JO) moved and Gove (FT) seconded to adjourn to closed session. There was no discussion on the motion.

***Motion carried by roll call**

Ayes: 11

Nays: 0

Abstentions: 0

The Council adjourned to closed session at 11:07 am and it ended at 11:50 am.

Faulkner (DK) reported from the closed session stating the Council would like to grant a 4% cost of living increase and 1% merit increase to Coulter (PrairieCat). They would also like to add an additional 37.5 hours of vacation time to Coulter in FY24. The Council will vote on this in July.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report
- b. Finance Committee – no report

VIII. Review of Meeting – what worked and what didn't.

Faulkner (DK) said to be sure to add the vote to approve Coulter's salary increase to the agenda next year.

IX. Public Comments

There were no public comments.

X. Adjournment

The meeting adjourned at 11:57 pm.

Next Meeting – Friday, July 7, 2023, Freeport Public Library