



**PrairieCat Administrative Council
Minutes
November 3rd, 2023**

The Council met on Friday, November 3rd, 2023, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak St, DeKalb, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration>

I. Call to order, Welcome and Introductions

Present at DeKalb: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR), Emily Faulkner (DK), Beth Ryan (JO), Kelly McCully (BD)

Present via Zoom: Victoria Blackmer (CV)

Absent: Michelle Krooswyk (NL)

Huffines (Chair-FP) called the meeting to order at 10:30 am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions. Coulter added the discussion of the RAILS grant.

IV. Consent Agenda

- a. Approve minutes for October 6th, 2023, PrairieCat Administrative Council meeting.
- b. Approve financial report for September 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) stated that Putnam County primary school has been working on adding their collection to the database and they are ready to go live and circulate at that location. We have set the goal Go Live date for the week of January 8, 2024. PrairieCat staff is working on scheduling

a few calls with them over the next several weeks to prepare for the Go Live. Winnebago's migration continues to move forward, and they are projected to Go Live around January 22, 2024.

Smith explained that compliance letters were sent out. Since then, Rockford University has hired a staff person who is already item entry certified, so they have met their requirement. Galena schools has been the big outstanding compliance concern. We sent them a letter and Coulter called to explain they had a deadline of October 13th to begin working toward compliance. The librarian at Galena explained she is only allowed to work 2-3 hours/week on library issues and does not have time to complete the item entry certification training. The school administration will not approve added time for her to do the training. As a work around, the librarian has facilitated with Galena Public Library to add the school's items for them until she can complete the training.

- b. Update on current training and engagement projects
Smith (PrairieCat) stated that we are working on the CRM project, which is an internal software to help keep track of member relations. We are also working on adding Vega training to TalentLMS. There has been a request for onsite training for Vega so that will be happening this month as well.

VI. Administrative Issues

- a. ACTION: Discussion and Approval, PrairieCat Years of Service Program
Knippel (PrairieCat) explained that we put together a draft Years of Service Program policy. We took the wording directly from RAILS' policy, so we know it's legally ok. The dollar amounts are calculated as \$20/year. Coulter (PrairieCat) stated that she would like to see something added to the recognition of 30 plus years of service. The Council agreed to add gifts on top of the money for 20 years, 30 years, 40 years and 50 years of service. The gifts will be of the employee's choosing from an online catalog at a preset dollar amount:
20 Years-\$200 from the catalog
30 Years-\$400 from the catalog
40 Years-\$600 from the catalog
50 Years-\$1,000 from the catalog
PrairieCat will add these changes and bring it back to the Council for approval in December.
- b. Discussion, RAILS Grant
Coulter (PrairieCat) shared the RAILS grant that came in for FY25. PrairieCat has received \$568,723. We will need to pay for financial services and the phone dialer at their server. The phone dialer will probably be going away after FY25 since the plan is to move to a cloud-based solution. The net amount is \$515,237. This grant, considering the midyear increase we received this year, is only \$1,539 less than what we received last year.
- c. Review and discussion, FY24/FY25 action workplan
Coulter (PrairieCat) reviewed the FY24/FY25 activity plan that stems from the PrairieCat Strategic Plan. Many of the projects in the activity plan are currently in progress, such as, the website upgrade which includes the forums, the CRM implementation, Vega Discover and Promote. Some of these projects have been pushed to the back burner simply due to a lack

of staff time. We will work on these once some of the other projects are completed.

- d. Review and discussion, FY24 Annual Member Satisfaction Survey
Smith (PrairieCat) presented the results of the annual member satisfaction survey. Overall, there were no major problems or issues with PrairieCat. Many of the comments revolved around travel and attending in person meetings. Unfortunately, due to OMA, Delegates Assembly MUST be in person. We are moving the location of those meetings around the PrairieCat territory to help accommodate all libraries.

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.
The Meeting went well.

IX. Public Comments
There were no public comments.

X. Adjournment
The meeting adjourned at 11:20 am.

XI. Next Meeting – Friday, December 1st, LaSalle Public Library

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