



**PrairieCat Administrative Council  
Minutes  
August 5, 2022**

The Council met on Friday, August 5th, 2022, 10 am – 1 pm  
In person at the Pecatonica Public Library,  
400 W. 11<sup>th</sup> Street, Pecatonica, IL

The meeting was also available online via Zoom:

<https://railslibraries.zoom.us/j/84562828282>

I. Call to order, Welcome and Introductions

Present at Pecatonica Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Laura Watson (HC), Ashley Huffines (FP), Penny Bryant (PT), Emily Faulkner (DK), Elizabeth Smith (PrairieCat)

Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Kimberly Brozovich (RP), Michelle Krooswyk (NL),

Absent: Megan Gove (TF)

Faulkner (Chair-DK) called the meeting to order at 10:04am.

II. Introduction of Visitors and Public Comments

There were not visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for July 1st, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for June 2022
- c. Approve check register
- d. Statistical reports

**MOTION #1**

**Bryant (PT) moved and Ryan (JO) seconded to approve the agenda changes as stated. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

## V. Membership Update

### a. Update on new and upgrading members

Smith (PrairieCat) stated not much has changed since the Delegates Assembly on July 27, 2022. The PrairieCat staff is continuing their weekly meetings with Innovative for the North Chicago Public Library migration, as well as weekly meetings with the staff at North Chicago. PrairieCat staff will be on site when they Go Live at the end of October. Mount Carroll is working on record clean up. Rock Island Public Library and Putnam County Schools are working on adding new locations.

### b. Update on current training and engagement projects

Coulter (PrairieCat) stated PrairieCat staff had a kickoff meeting with our Vega server on July 29, 2022. We have our first administrative training meeting on August 5, 2022. The first two libraries we will be setting up on Vega are North Suburban and Moline. These libraries were chosen because we need a library with a lot of resources that was a standalone and a library that has a lot of resources with several branches. Faulkner (DK) asked how long it will take to recognize any problems/issues with Vega. Coulter responded not until the libraries begin using Vega. But it is live in several environments right now and they do bug fixes every two weeks in those live environments. Huffines (FP) asked if there is an updated timeline. Coulter said not yet, we would like to get all the libraries set up first. That will take at least a month because each library will have a regular site and a kiosk site. Then we will release it to the member library staff. Innovative will be training the PrairieCat staff and we will then turn around and provide training to the membership. With all of this in mind we will not go live until 2023. We must be careful and have a balanced transition from Encore to Vega.

## VI. Administrative Issues

### a. Compliance Review

Smith (PrairieCat) gave the compliance review stating this review is done twice a year based on items added, items borrowed, items loaned and item entry certification. We do this to ensure libraries are abiding by PrairieCat policies for resource sharing. There are only a few libraries that fall out of compliance. Alleman High School, a Union List member, due to lack of staff, they have not been operating much for the past two years. Dakota schools does not have anyone item entry certified. The librarian is aware of the item entry requirement, and is working on it, but she is splitting her time between the library and teaching. Galena schools has also been an ongoing compliance issue. The librarian is aware that she needs to be adding items and is working on her item entry certification. Henry C. Adams has a new director who is actively working on all the requirements. Plano schools is a fully participating school that has been dealing with staff turnover, but currently have someone working on the requirements and engagement with PrairieCat. Trinity was out of compliance last year but did get item entry certified. They have not been borrowing or lending, but it is possible they have not received any requests. Warren schools is not item entry certified and are not adding items. Smith has not been able to contact with the librarian at Warren Schools.

Huffines (FP) stated it will not be fair if we do not hold these schools accountable with all the other schools being able to comply.

Coulter (PrairieCat) stated that Alleman has several administrative issues and Warren has been a problem for many years. Warren does not seem to hire a librarian and seems to assign the library to another teacher. Long (EM) suggested recommending an administrator at the schools with no librarian becomes item entry certified to help spread out the responsibilities of the library. Long asked if there is a policy stating the amount of time a library can stay out of compliance. Coulter responded that yes, there is policy that would allow us to cancel a membership after noncompliance for a certain amount of time.

Smith will send out letters and follow up with calls and see what progress is made by December 2022.

b. Review of annual strategic plan survey

Coulter (PrairieCat) discussed the strategic plan survey. There was a lot of call out for in person PUG Day and in person training. However, due to budget constraints and limited staff time, PUG Day will probably not be coming back in person on an annual basis. In person training is possible but we need specifics on what the membership would like to see as far as in person training. PrairieCat staff does offer to come out to a library and do in person training, we just have not been doing classes. Auto renewals was also mentioned quite a bit in the survey. This was discussed at Resource Sharing, but with several complexities around auto renewals it was determined to hold off for now as we currently have several large projects in progress. The Resource Sharing Committee thinks it would be best to table auto renewals until Vega is released. Coulter said this will be something we look into further because there seem to be several members interested.

Coulter stated there have been disgruntled comments surrounding Sierra. We would like to find out if there is anything we can do to fix issues libraries are having with Sierra. Coulter suggested holding a listening session that is moderated by a third party to find out exactly what the problems/concerns are with Sierra. Huffines (FP) thinks an information/listening session with a third party would be a great idea. Coulter agrees and wants to find out if there are legitimate concerns we can address. Smith (PrairieCat) explained it is important that we follow up on these comments in the survey to show we do not ignore the results of surveys.

Faulkner (DK) responded, if this is the case, we need to really consider in person PUG Day again. She heard several people at Directors' University mentioning they wanted it back to in person. McCully (BD) stated, as an outlier to the PrairieCat region we are happy with an online PUG Day. Long (EM) agreed that seems to be the feedback, some libraries love the online PUG Day and others really miss the in person PUG Day. She suggested a hybrid PUG Day, one year virtual the next year a more robust, in person event. Faulkner agreed that an every other year set up would make sense for her library. McCully said an every other year in person PUG Day is definitely more reasonable for her library.

Coulter said she will add in an in person PUG Day to the FY24 budget, however, the membership will have to realize this will cause a larger increase in their membership fees.

Smith said there were some mentions of the training resources and it is our hope that the new website redesign will address these known issues.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Appointment for vacant positions, review of July 27<sup>th</sup> meeting

Coulter (PrairieCat) said we have had nominees to fill the two vacant positions on Resource Sharing Committee and the one on Finance Committee. The Council needs to approve these appointments.

**MOTION #2**

**Huffines (FP) moved and Bryant (PT) seconded to approve the appointment of Krystal Waugamon and Nicole Johnson to the Resource Sharing Committee and Rene Leyva to the Finance Committee. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

Coulter also mentioned that Megan Gove was elected to the Administrative Council but was unable to attend this month because she was on vacation.

- b. Finance Committee – Appointment for vacant position

- 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 10:58 am.

- XI. Next Meeting – Friday, September 2nd, 2022, Bourbonnais Public Library