



**PrairieCat Administrative Council
Minutes
November 4th, 2022**

The Council met on Friday, November 4th, 2022, 10 am –1 pm
In person at the Clarence Mitchell Library-Highland
Community College, 2998 West Pearl City
Road, Freeport, IL 61032-9338

The meeting was also available online via Zoom:

https://raillibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-

- I. Call to order, Welcome and Introductions
Present at Highland Community College: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Penny Bryant (PT), Laura Watson (HC), Beth Ryan (JO)

Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Kimberly Brozovich (RP), Devin Wood (JO), Emily Faulkner (DK), Megan Gove (TF),

Absent: Elizabeth Smith (PrairieCat), Michelle Krooswyk (NL),

Huffines (Vice Chair-FP) called the meeting to order at 10:04 am.

- II. Introduction of Visitors and Public Comments
Devin Wood introduced herself.

- III. Review Agenda for Additions/Changes
There were no revisions

- IV. Consent Agenda
- a. Approve minutes for October 7th, 2022, PrairieCat Administrative Council meeting
 - b. Approve financial report for September 2022
 - c. Approve check registers
 - d. Statistical reports

MOTION #1

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

***Motion carried by roll call.**

Ayes: 9

Nays: 0

Abstentions: 0

V. Membership Update

a. Update on new and upgrading members

Coulter (PrairieCat) stated North Chicago Public Library went Live with PrairieCat on October 26th. Everything went smoothly. Lostant is supposed to start filling holds next week. Because the signatory for Lostant is leaving and the librarian is new, Coulter is trying to reach out to other board members but is having difficulty reaching them. Long (EM) asked if there is a nearby Library that would be willing to sit down and work with the Lostant Library Director. Faulkner (DK) stated that Julie Wayland from Princeton would be the best director to work with them. Coulter will reach out to Julie to see if she would be willing to talk with the Lostant Librarian.

b. Update on current training and engagement projects

Coulter (PrairieCat) continued stating the Resource Sharing Summit was held yesterday and will be discussed later in the meeting. Coulter said most training topics are centered around Vega right now. PrairieCat is exploring the possibility of adding Vega trainings to TalentLMS, specifically featuring showcases. We are having the first in person staff meeting since the pandemic started on November 9th. We are excited to see everyone.

VI. Administrative Issues

a. Discussion and review, FY23 Resource Sharing summit

Coulter (PrairieCat) said yesterday was the Annual Resource Sharing Summit. Several of the Administrative Council members attended. Ryan (JO) thought it went well and she came away with some new ideas. Bryant (PT) was impressed with the positivity about moving forward. Gove (TF) thought it was great. Coulter agreed that it went well and she was overwhelmed with the positivity amongst the group. Ryan commented that Amanda Standerfer did a great job facilitating the event.

b. ACTION: Changes to employee handbook telecommuting and COVID policies, other corrections

Coulter (PrairieCat) and DeSplinter (PrairieCat) summarized changes to the PrairieCat Employee Handbook as the company moves toward a remote workforce.

- Policy: Types of Flexible Work Options – Remove the third option for telecommuting
- Policy: Remote Work Conduct Policy – Add to the manual
- Policy: Telecommuting – Remove this policy
- Policy: Weather Closings – Change name to Emergency/Weather Conditions and edit for loss of power/internet

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- Policy: Travel Reimbursement – add a mileage reimbursement statement for employees who must go into the RAILS or other flex offices, add GSA per diem travel rates
- Policy: Disability Benefits – edit to remove Long Term Disability and include the disability benefits provided by IMRF.
- Policy: Illegal Drugs and Alcohol/Drug Free Workplace – edit for remote work
- Policy: General Rules and Guidelines – edit for remote work
- Policy: COVID-19 Vaccination – Remove this policy, effective immediately

It is recommended to make the above changes effective 7/1/2023 with the exception of the COVID-19 Vaccination policy being removed immediately.

MOTION #2

Gove (TF) moved and Huffines (FP) seconded to approve changes to the employee handbook telecommuting, effective July 1, 2023 and COVID policies, effective immediately. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

VII. Ad Hoc Committee Updates

- Resource Sharing Committee – update on October 26th, 2022 meeting
Ryan (JO) stated the committee met after the Delegates Assembly on October 26th and discussed both the Summit and the two RFPs we have received. Coulter (PrairieCat) stated the two companies who turned in RFPs are Stratus and ABS. Both companies were sent a costing analysis to help the membership decide if they can afford the IT Support services of PrairieCat Plus. Stratus and ABS have until November 18th to respond. Both companies have plans to reach the entire PrairieCat territory.

- Finance Committee – no report

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

McCully (BD) brought up adding the Delegates Assembly time and location to the agenda for next month's topic, as well as the in person requirement.

Long (EM) asked if we should discuss changing the time of the Administrative Council meetings to 10:30. Coulter stated this will need to be an action item for next month.

Ryan (JO) stated Johnsburg's library website that will be published on Monday.

IX. Public Comments
There were no public comments.

X. Adjournment
The meeting adjourned at 10:59am

Next Meeting – Friday, December 2nd, 2022, RAILS Coal Valley Service Center,
220 W. 23rd Ave, Coal Valley, IL