



## PrairieCat Administrative Council

### Minutes

**December 2nd, 2022**

The Council met on Friday, December 2nd, 2022, 10 am –1 pm  
In person at the RAILS Coal Valley Service Center, 220 W.  
23<sup>rd</sup> Ave, Coal Valley, IL 61240

The meeting will also be available online via Zoom:

[https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk\\_k9-](https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-)

- I. Call to order, Welcome and Introductions  
Present at Coal Valley: Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Kimberly Brozovich (RP)  
  
Present via Zoom: Victoria Blackmer (CV), Megan Gove (TF), Penny Bryant (PT), Laura Watson (HC), Michelle Krooswyk (NL)  
  
Absent: Beth Ryan (JO), Carolyn Coulter (PrairieCat), Kelly McCully (BD)  
  
Faulkner (Chair-DK) called the meeting to order at 10:01 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.
- IV. Consent Agenda
  - a. Approve minutes for November 4th, 2022, PrairieCat Administrative Council meeting
  - b. Approve financial report for October 2022
  - 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 roll call.**

**Ayes: 9**

**Nays: 0**

## **Abstentions: 0**

### V. Membership Update

#### a. Update on new and upgrading members

Smith (PrairieCat) stated the North Chicago project has been officially closed with Innovative. Putnam and Rock Island are adding locations. Brozovich (RI) said Rock Island is getting closer to opening. She is hopeful they will be able to be in the building around December 12th. Smith continued, stating Mt. Carroll is upgrading from Union List to Basic Online and are projected to Go Live in January. Lostant continues to add items and are now live for holds. They are not live for circulation yet. Coulter will be attending the Lostant January Board meeting to emphasize the importance of communication and completing tasks for their grant. Byron Schools has had some ongoing issues. They are a Union List member who joined in 2018 and have not made much progress on their record cleanup since adding all of the records in 2018.

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

Smith (PrairieCat) said planning has begun for in person PUG Day. We have reached out to venues to set a date. The new website is under development. Cherry Hill is not quite as far along in building the site as we had hoped, but maybe by January they will be far enough along that PrairieCat staff can begin adding/uploading our content. All the training manuals, user manuals, various pdfs will be available directly on the website, so it will be a large project for the staff to complete. Smith and Coulter had a meeting with eRead Illinois about their changes to the fee structure. RAILS will be putting out a formal announcement soon and the plan is to include this on January's Administrative Council agenda.

### VI. Administrative Issues

#### a. Review, bylaws changes to move draft budget presentation to January Delegates meeting. Bylaws changes need approval of the Delegates Assembly.

Faulkner (DK) said moving the draft budget presentation from the October Delegates Assembly to the January Delegates Assembly so that the numbers are more accurate. It appeared at the last Delegates Assembly that everyone agreed to making this change. The Council agreed to send the bylaws changes to the Delegates Assembly for a vote in January.

#### b. ACTION: Discussion and vote to move Delegates Assembly meeting times to 10:30

### **MOTION #2**

**Huffines (FP) moved and Gove (TF) seconded to approve changing the Delegates Assembly meeting time to 10:30am. There was no discussion on the motion.**

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

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**Ayes: 9**  
**Nays: 0**  
**Abstentions: 0**

- c. Discussion, moving Delegates Assembly meeting locations to various locations  
Long (EM) suggested moving the meetings to different areas of the PrairieCat territory, but keeping it in the same areas for the specific monthly meetings. For example, the April meeting will be at the Oak Ridge Golf Club, the July meeting will be in the Quad Cities, etcetera. This would allow for various locations and less confusion at the same time. Huffines (FP) said since we now have the hybrid option, we have not had very many Delegates attend in person, at least not the 50 plus required for quorum. Would it make more sense to utilize member libraries for some of the Delegates Assembly meetings? Smith (PrairieCat) said that is a good option to pursue. Gove (TF) agrees with moving the meetings around and utilizing member libraries to help limit the burden on PrairieCat staff. She also agrees that a static location for each month makes the most sense. Watson (HC) said as long as the communication about this is clear, it would be a good way to move forward. Krooswyk (NL) gave the suggestion of using the Golf Club for two of the meetings and moving the other two meetings around the PrairieCat territory. As a consideration, New Lenox Library would be able to accommodate the Delegates Assembly. Long likes Krooswyk's proposal, keeping two meetings at the Golf Club, for example the fall and the spring meetings. Bryant (PT) agrees to moving the meetings around. The Council would like PrairieCat to come up a proposal for FY24 meeting locations and present it at the January Administrative Council meeting.
- d. ACTION: Discussion and vote, moving Administrative Council meeting times to 10:30  
Faulkner (DK) explained because the Administrative Council meetings have been running shorter, moving the start time back by half an hour gives everyone more time to arrive at the meeting and will lessen the downtime between the meeting and lunch.

**MOTION #3**

**Gove (TF) moved and Bryant (PT) seconded to approve changing the Administrative Council meeting time to 10:30am. There was no discussion on the motion.**

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

**Ayes: 9**  
**Nays: 0**  
**Abstentions: 0**

- e. ACTION: Discussion and vote, PrairieCat funding for RDA Toolkit software for MARC Cataloging libraries  
Faulkner (DK) said since the MARC catalogers are doing work for PrairieCat,

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PrairieCat will pay for the RDA Toolkit software required to do the work. Long (EM) agreed with this idea. Gove (TF) said the cost seems reasonable. Huffines (FP) asked if PrairieCat believes this is a small expense. Smith (PrairieCat) replied this expense does fit in PrairieCat's budget.

**MOTION #4**

**Brozovich (RP) moved and Huffines (FP) seconded to approve PrairieCat funding the RDA Toolkit software for MARC Cataloging libraries. There was no discussion on the motion.**

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

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – report on RFP for IT Services  
Smith (PrairieCat) gave the update from the Resource Sharing Committee. The committee reviewed the RFPs and cost analysis from Stratus and ABS earlier this week. Both companies priced out small, medium, and large libraries. ABS came in at a lower cost that the Committee agreed to move forward with. Coulter will be reaching out to ABS to construct a contract. Brozovich (RI) added that Coulter emailed her to let her know there is a contract meeting set up with ABS for Monday, December 5<sup>th</sup>.

Faulkner (DK) said it has been recommended to appoint Sondra Terry from Marengo-Union Library to the Resource Sharing Committee to fill the current vacancy.

**MOTION #5**

**Gove (TF) moved and Watson (HC) seconded to approve the appointment of Sondra Terry to the Resource Sharing Committee. There was no discussion on the motion.**

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

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- 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 10:28 am.

Next Meeting – Friday, January 6<sup>th</sup>, 2023, Talcott Free Library District, 101 E Main St, Rockton, IL