



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

The Council met on Friday, February 3rd, 2023, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak Street, DeKalb, IL
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5dBk_k9-

I. Call to order, Welcome and Introductions

Present at Dekalb: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO), Megan Gove (TF),

Present via Zoom: Laura Watson (HC), Michelle Krooswyk (NL), Kelly McCully (BD), Kimberly Brozovich (RP), Victoria Blackmer (CV), Penny Bryant (PT)

Absent:

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

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

Gove (TF) added discussion about roll call voting and collection agency policy amongst PrairieCat libraries.

IV. Consent Agenda

- a. Approve minutes for January 6th, 2023 PrairieCat Administrative Council meetings
- b. Approve financial report for December 2022
- c. Approve check registers
- d. Statistical reports

MOTION #1

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

***Motion carried by roll call.**

Ayes: 11

Nays: 0
Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members
Smith (PrairieCat) stated there is not any new updates since the Delegates Assembly. As a recap, Putnam County Schools is adding their primary school, Rock Island is adding their Watts-Midtown branch, Mt. Carroll is upgrading from Union List to Basic Online and Lostant is joining as a Basic Online member.
- b. Update on current training and engagement projects
Smith (PrairieCat) said the main project focus for the staff is the new website. There will be a meeting with Cherry Hill to help train the staff and get more content uploaded to the new site. PrairieCat is working on an at-a-glance FAQ for Vega Discover for the patrons. The Training Committee will be looking this over and giving their feedback.

VI. Administrative Issues

- a. Membership compliance report
Smith (PrairieCat) explained that twice a year she provides the membership compliance report based on OCLC membership, item entry, and adding and lending items. Smith shared an example of a compliance letter used by PrairieCat.

Smith continued by going through the updated compliance report. Alleman High School was out of compliance last August. There is now a new librarian on board who has made progress and they are no longer on the compliance list. Byron schools have had continued compliance issues, but at the end of 2022 and into 2023 they have begun their record cleanup. Dakota Schools has been on the compliance list for quite some time. They were given a deadline of the end of 2022 to complete Item Entry Certification. The Librarian completed the course work but did not pass but is working with the PrairieCat staff to resubmit. FHN is a medical library. They are currently in discussions about whether PrairieCat is a good fit. Once we know how they plan to move forward, we will revisit their compliance if necessary. Galena schools was sent a compliance letter in August, but nothing has been completed. Smith recommends sending another compliance letter. Coulter (PrairieCat) suggested sending the compliance letter to the librarian as well as the Superintendent. The Council agrees. Plano Schools has a newer librarian, but PrairieCat staff have gotten her up to speed and she is aware of what needs to be done. Polo Schools will also need a compliance letter. The secretary at Polo is the one who is Item Entry Certified so doing a training with the secretary and the librarians as a group could be beneficial. Rockford University has a newer librarian who will be working to complete the item entry training. Warren Schools has had long-standing issues with compliance. They have not made progress since 2021.

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The Council determines that the second letters sent to schools should always copy the principal and/or superintendent of the school.

- b. Review of Delegates Assembly discussion regarding eRead Illinois
Coulter (PrairieCat) stated that after the discussion at Delegates, she had a conversation with Anne and Leila about eRead Illinois, suggesting ramping in the costs for the schools. RAILS is not willing to make any exceptions. If PrairieCat approves joining eRead Illinois, maybe we split out the discount to give a larger discount to the schools and a lesser discount to the public libraries for the first year, easing the schools into the new fee rate. Gove (TF) stated she does not feel we should even vote to join eRead Illinois after seeing the high costs to the school members. Faulkner (DK) mentioned it would be fairer to charge the schools based on their collection budgets versus the school budget. Doing so would drastically drop the fees for the school members. Huffines (FP) suggested advocating on behalf of the schools to RAILS. Long (EM) agreed. A letter from Administrative Council will be sent to the RAILS board expressing our belief that the new eRead Illinois fee structure for schools is unfair. The letter will strongly encourage RAILS to base rates for the schools on their collection budget instead of the school budget. Coulter also suggested sending a survey to the membership to get feedback on their views of joining eRead and how they feel about the new fee structure for the schools.

The Council agrees that if RAILS does not adjust the school fee structure for eRead Illinois and a survey to membership reveals distaste for joining while potentially hurting the schools, there will not be a vote at Delegates Assembly in April.

- c. Update, Vega Discovery progress
Coulter (PrairieCat) went over the results from the survey linked on the Vega sites. Most patrons are finding Vega easier to use than Encore. It appears that the patrons who are having difficulties finding things is because they do not know how to find what they are looking for. This is one of the big reasons why we need to get those patron training materials put together and distributed.

Coulter mentioned that a librarian had commented that the age facets in Vega were confusing. This was discussed at the last Resource Sharing Committee meeting and was discovered to be a cataloging issue. It will now go to Tech Services Committee to work out a fix. In the meantime, Coulter did remove the ages from the age search descriptions, so it is less confusing.

Coulter received another suggest about replacing labels. Instead of listing an item as "on shelf at" to "available for checkout." If an object is reference object and it does not circulate, it does not mean that it is not

available, it just means that it is not available for checkout. We are working on refining some aspects of Vega to make it more clear for the patrons.

Faulkner (DK) asked if there is an expected time where we will switch completely over to Vega. Coulter responded that once eMaterials are completely integrated and working as we need them to, we should make a decision on whether to cut over and begin using Vega as our production software.

d. Discussion, Listening session feedback

Krooswyk (NL) said the listening session went really well. One of the big highlights was the customer service at PrairieCat. Everyone raved about the wonderful service they receive. There were a few times the discussion trailed into library specific issues and Krooswyk had to steer the conversation back on track. There were not any negative reactions to PrairieCat, Innovative or Sierra. Long (EM) asked how many libraries participated. DeSplinter (PrairieCat) said there were 13 attendees.

e. Update, RSA/RAILS meeting feedback

Coulter (PrairieCat) told RAILS about the Administrative Council's desire to discontinue discussions about combining PrairieCat and RSA. RAILS accepted this and agreed to bring this to a close.

f. Review, RFP for auditing services

Coulter (PrairieCat) shared the RFP written by PrairieCat's accountants at RAILS. We need to put a bid out for auditing services because our current bid expired after the last audit. This RFP is asking for a five-year agreement and will be sent to Lauterbach and Amen, Sikich, Carpentier Mitchell Goddard and Company, PKF Mueller, Baker Tilly, Selden Fox, and RSM US McGladrey.

g. Discussion, Roll call voting

Gove (TF) has looked into the rules for roll call voting and has discovered we do not have to do roll call voting if we have physical quorum. When we have an online meeting the roll call is required, but when have the in-person meeting with a physical quorum, it is PrairieCat's resolution and bylaws that are making the roll call necessary. Gove suggests changing the resolution. Coulter (PrairieCat) stated we have asked our lawyers about this in the past and they have always told us we have to do roll call. Now, however, a newer lawyer is telling us we do not have to do roll call voting unless we are under the disaster proclamation. Knowing this, Coulter started looking through our resolution and noticed, under section 4, points A, B, and C are not being enforced by PrairieCat.

- We are not making sure those who wish to attend via electronic means shall give notice to the Chair not less than forty-eight hours before the meeting date.
- We are not putting the names of any members who will

participate via electronic means on the agenda and the agenda shall state whether the member is participating via video or audio conference. In all other cases, the member presiding at the meeting shall announce the name of the member participating via electronic means, the members method of participation and indicate the qualifying reason for it in the record before roll call is taken.

- We are not enforcing in person attendance with the exception of personal illness or disability, employment purposes, absence due to PrairieCat business, or family or other emergency.

Coulter said enforcing these rules will hurt our members. Long (EM) explained that the four excuses for not participating in person is a rule of the Open Meetings Act (OMA). It is Long's understanding that you can participate in the meeting remotely, but you cannot vote, if it's for a reason other than the four listed. Faulkner (DK) agreed, stating that is her understanding as well. Coulter said, if that is the case, she fears we will never get 2/3 vote to approve a budget. Faulkner said her board does a roll call vote when there is money involved. She was under the impression this was a requirement from OMA. Ryan (JO) said her board does the same thing. Long also agreed. Gove stated she never does a roll call vote. Section A which requires notice if a member is going to attend electronically, is an OMA requirement, so that section should stay in PrairieCat's resolution. Section C which lists the excused absence reasons is also required by OMA. Gove believes the roll call voting is only required during a disaster proclamation. Long (EM) mentioned Governor Pritzker announced he is ending the disaster proclamation in May. Huffines (FP) said the part we need more information on is the roll call voting.

The Council agrees to edit the resolution, eliminating part B and asking the lawyers if a roll call vote is required when money is involved and if virtual attendees are allowed to vote. The Council will revisit after hearing from the lawyers.

h. Discussion, Collection Policy for Member Libraries

Gove (TF) explained a NSLD patron used Talcott library to check out Talcott items and they are now billed. They do not use a collection agency at her library, but NSLD does. Because that patron's home library is NSLD she got sent to collections (including a \$10 fee) even though the items billed are only Talcott items. It doesn't seem right but can also see the other side of it that if a Talcott patron has a bunch of NSLD items billed they will never be sent collections because Talcott does not do that.

Coulter (PrairieCat) explained that this happens because the system follows the patron not the item. This issue has been brought up before with the Resource Sharing Committee and they concluded the best way to avoid this is to have a library review their patrons before turning them

over to collections. However, not all libraries will do this. Coulter has asked that this goes to the Circulation Committee for review because the policy is very cursory. They will look this over and be able to describe what happens on the technical side. The Circulation Committee's decisions/advice will then come back to the Administrative Council for review.

VII. Ad Hoc Committee Updates

a. Resource Sharing Committee – report from 1/25/2023

Ryan (JO) stated the Committee discussed the age facet in Vega. The facet was giving inaccurate results and the Committee decided to take it back to Innovative for suggestions. Coulter (PrairieCat) talked with Innovative and they cannot fix it on their end which is why PrairieCat will fix it in cataloging.

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 12:02 pm.

Next Meeting – Friday, March 3rd, 2023, East Moline Public Library, East Moline, IL