PrairieCat Administrative Council
Minutes
March 3rd, 2023

The Council met on Friday, March 3rd, 2023, 10:30 am –1 pm
In person at the East Moline Public Library, 745 16th Ave, East Moline, IL
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ
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I. Call to order, Welcome and Introductions
    Present at East Moline: Chelsey DeSplinter (PrairieCat), Ashley Huffines (FP),
    Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP)

    Present via Zoom: Laura Watson (HC), Kelly McCully (BD), Penny Bryant (PT),
    Emily Faulkner (DK), Beth Ryan (JO), Laura Long (EM)

    Absent: Carolyn Coulter (PrairieCat), Megan Gove (TF), Victoria Blackmer (CV),
    Michelle Krooswyk (NL)

    Faulkner (Chair-DK) 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.

IV. Consent Agenda
     a. Approve minutes for February 3rd, 2023 PrairieCat Administrative
        Council meetings
     b. Approve financial report for January 2023
     c. Approve check registers
     d. Statistical reports

     MOTION #1
     **Huffines (FP) moved and Brozovich (RP) seconded <u>to approve the
     consent agenda as presented</u>. There was no discussion on the
     motion.**

     *Motion carried by roll call.
     Ayes: 7
     Nays: 0

Abstentions: 0

V. Membership Update
    a. Update on new and upgrading members
    Smith (PrairieCat) started off congratulating Rock Island Public Library on the opening of their new Watts-Midtown branch. Byron Schools should be sending in an update on the progress of their two schools. Smith has not received that update and will follow up. The Byron High School has completed their inventory review and updated all their items as needed. The Middle School is outstanding with plans to complete this spring and the Elementary School would be completed this fall. Putnam County Schools is adding their primary school. They are moving slowing because they do not have a staff member assigned to this location. Lostant Community Library has set their Go Live date for March 15th. Mount Carroll is upgrading from Union List to Basic Online. They are also in the middle of a renovation and due to supply chain issue, a Go Live date has not been set.

Smith has been in contact with the librarian at Freeport Memorial Hospital, FHN, who happens to be a 100% remote librarian based out of California. They are considering leaving PrairieCat due to lack of use. They haven't borrowed anything within the last year and loaned 60 items. They do not have staff onsite to assist with lending and borrowing. The librarian will meet with her superiors and others at FHN to discuss their membership one more time, but it is expected they will be withdrawing from PrairieCat.

- Update on current training and engagement projects
Smith (PrairieCat) said the website project is moving along. PrairieCat staff members now have access to the site! Smith, DeSplinter, Landis and Tedder have been working on adding content to the new site. Cherry Hill is still working on the L2 integration, which is a big part that needs to be done before we can Go Live. We do not have a Go Live date set.

  PUG Day has been set for September 29, 2023, at Waubonsee Community College. Smith will be sending out a Save the Date in the next few days. She encouraged the Council to be thinking of program proposal ideas.

VI. Administrative Issues
    a. ACTION: PrairieCat audit contract RFP decision

MOTION #2
Ryan (JO) moved and Bryant (PT) seconded <u>to approve the audit contract with Lauterbach and Amen, LLP.</u> There was no discussion on the motion.

*Motion carried by roll call.
Ayes: 7
Nays: 0
Abstentions: 0

b. Appoint nominating committee for Administrative Council election
   Smith (PrairieCat) explained the need for a Nominating Committee for the FY24 Administrative Council election. On June 30, 2023, three terms expire. Michelle Krooswyk and Megan Gove both have term expiration dates of June 30, 2023, however both are eligible to run again. Laura Long also has an expiring term on June 30, 2023 and is not eligible to run again. Huffines (FP) and Ryan (JO) volunteered to be apart of the Nominating Committee for FY24.

c. Review of Delegates Assembly discussion regarding eRead Illinois
   Smith (PrairieCat) stated that she and Coulter had a meeting with Monica and Leila (RAILS) about the fee structure and PrairieCat's concerns. RAILS outlined their reasoning for the new fee structure, specifically for the schools, in more detail. This can be found on the eReadwebsite. PrairieCat then sent out the survey to the schools. Faulkner (DK) said, based on the results, we can move forward with voting for eRead Illinois at the Delegates Assembly meeting. Smith agreed saying the take aways from the survey are that the schools would rather not have the fee structure based on the number of buildings, but this is a service that is needed, and the increase charge will not keep them from dropping their memberships. Huffines (FP) asked is it worth waiting to see how the eRead participation goes up and down after the changing fee structure? Or do we just go ahead and join since it seems the schools that took the survey will be continuing using this service. Watson (HC) asked if there was a good response to the survey. Smith said it was a good response for the number of circulating member schools. Ryan (JO) does not want to upset members for the 10% discount. Faulkner mentioned it was the schools we were worried about, and it appears they are not dropping the service. There is about 70-80% of the PrairieCat membership in eRead Illinois so 70-80% of us will be getting a 10% discount. Faulkner believes it is worth joining and should be put to a vote in April at the Delegates Assembly. McCully (BD) stated, as a library who has eRead Illinois, we will continue our membership with or without the 10% discount. Smith recommends keeping the eRead Illinois discussion on the agenda for the April Administrative Council meeting to verify putting it on the agenda for the Delegates Assembly. The Council agrees.

d. Update, Vega Discovery progress
   Smith (PrairieCat) stated that the patron survey results are included in the packet. PrairieCat is continuing to have bi-weekly calls with the Innovative Vega Discovery development staff. Summaries of these meetings can be found on the PrairieCat support page. The eMaterial integration is going, but slowly. Working with OverDrive to get all the

credentials has proven to be more time consuming than we first thought. Faulkner (DK) does not like that you cannot choose filter easily between fiction and nonfiction. Smith asked how they currently search this way in Encore. Faulkner says you can search by fiction using subject headings. On Vega, fiction and nonfiction is hidden in the concepts, which is not an obvious place to find it. Smith confirmed this is a known concern that has been brough up previously. Faulkner asked when Encore will end, and the catalog will strictly be Vega. Smith said we do not have a timeline and Coulter has made it known to Innovative that we will not be paying for Vega until the eMaterial integration is complete and working as expected. The final integration piece will be eCommerce.

    e. Discussion, Roll call voting
Smith (PrairieCat) explained that Coulter had reached out to our lawyers regarding roll call voting at meetings. Their response was that PrairieCat can remove the provisions that require the roll call voting from the General Policy Manual. This is not a requirement from OMA so it can be changed. We can also remove the provision to publicly list those who cannot attend and their reasons. However, PrairieCat still needs to be informed if people cannot attend meetings. If we decide to remove the roll call provision, the Council needs to decide if they want to require roll call voting for financial decisions and any vote requiring 2/3 majority. The lawyers said this is not required, but it is strongly recommended. Faulkner (DK) agrees with changing the General Policy Manual to clarify the reasons for attending via Zoom and to say we are not going to do every vote as a roll call. She also suggested the Council consider saying that in the case of a unanimous vote, vocal affirmation is ok, but any no vote would require a roll call. Huffines (FP) confirmed that, according to the lawyers, we could make this change. Faulkner said we change the General Policy Manual to say all unanimous votes will be vocal affirmation, any dissenting votes will be roll call. It should be added that any member can call a roll call vote at any time. Faulkner does not think it should be changed to a total vocal affirmation for voting. Roll call should be required for, at least, financial matters. Ryan (JO) agrees, stating the language in the memo from the lawyers would allow us to make these changes. The Council agrees to draft changes to the General Policy Manual that would allow all unanimous votes to be vocal affirmation and any dissention would require a roll call. This would be for all voting, not just financial and 2/3 majority decisions.

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 11:14 am.

        Next Meeting – Friday, April 7th, 2023, Bourbonnais Public Library District, Bourbonnais, IL