PrairieCat Administrative Council
Minutes
May 5th, 2023

The Council met on Friday, May 5th, 2023, 10:30 am –1 pm
In person at the New Lenox Public Library District, 120 Veterans Pkwy, New Lenox, IL

The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-#/registration

I. Call to order, Welcome and Introductions
   Present at New Lenox: Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kelly McCully (BD), Emily Faulkner (DK), Beth Ryan (JO), Megan Gove (TF), Laura Long (EM), Ashley Huffines (FP), Michelle Krooswyk (NL)

   Present via Zoom: Carolyn Coulter (PrairieCat), Laura Watson (HC), Kimberly Brozovich (RP), Victoria Blackmer (CV)

   Absent: Penny Bryant (PT)

   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
   Coulter (PrairieCat) added two topics to Administrative Issues: letter f, an accounting error in library fees and letter g, an overage cost for the website development. Faulkner (DK) added a discussion about mature audience labels on books.

IV. Consent Agenda
   a. Approve minutes for April 7th, 2023, PrairieCat Administrative Council meetings
   b. Approve financial report for March 2023
   c. Approve check registers.
   d. Statistical reports

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

*Motion carried by roll call.
Ayes: 10
Nays: 0
Abstentions: 0

V. Membership Update
    a. Update on new and upgrading members.
        Smith (PrairieCat) stated Byron Schools is making progress on their item clean up. They are hoping to have the middle school finished this fall and the elementary school finished by the end of the next school year. Mt. Carroll is waiting for some renovations before they set their Go Live date. We have not heard from FHN. They are aware they need to send in a letter to formally withdraw from PrairieCat, but so far, we have not gotten anything. Coulter (PrairieCat) said she has taken them out of the FY24 Budget.

    - Update on current training and engagement projects
      Smith (PrairieCat) stated that PUG Day has been sent for September 29, 2023. This one day, in-person event will be held at Waubonsee Community College in Sugar Grove, IL. The Engagement Committee is currently accepting program proposals for the event. We have received one program proposal, but still need a few more to fill the day. Faulkner (DK) asked if there was a specific topic/s for programs submissions. Smith replied that there is not a need for topics around leadership and management, but programs for front line staff or librarians, summer reading, and programming are always popular.

      Smith continued, stating the launch date for the new PrairieCat support site has been set for May 24th. A few members from the Training Committee logged into the new site to test everything which has been helpful. Another exciting development is that PrairieCat is going to purchase a Customer Relationship Management (CRM) software called LibConnect. This will help us centralize all our membership data making it easier to track interactions, meeting attendance, etc. Coulter (PrairieCat) mentioned that the CRM is part of PrairieCat's strategic plan, so this fills the need we identified.

VI. Administrative Issues
    a. ACTION: Approve final election slate for Administrative Council and standing committees

        Coulter (PrairieCat) shared the FY24 Election Nominations with the Council.

MOTION #2
Huffines (FP) moved and McCully (BD) seconded <u>to approve final</u> <u>election slate for Administrative Council and standing committees.</u> There was no discussion on the motion.

*Motion carried by roll call.
Ayes: 10
Nays: 0
Abstentions: 0

b. ACTION: Approve changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility
Coulter (PrairieCat) explained that a few years ago, the Administrative Council changed the language of this policy so that school members can remain at Union List membership level if they have multiple members or are already using a shared circulation system. When we made these changes, we accidently added the word "and" instead of "or."

"If a school district consists of multiple member schools ~~and~~ or is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size."

Coulter stated this motion will change the "and" to "or" if approved.

MOTION #3
Gove (TF) moved and Ryan (JO) seconded <u>to approve changes to</u> <u>General Policy Manual Appendix A: Membership Tiers, Fee</u> <u>Structure and Eligibility</u>. There was no discussion on the motion.

*Motion carried by roll call.
Ayes: 10
Nays: 0
Abstentions: 0

c. ACTION: Approve changes to Marc cataloger member guidelines
Coulter (PrairieCat) stated that, normally, the Technical Services Committee can make changes to the Technical Services Manual. However, since this change, they are recommending would involve all Union List libraries we are bringing it to Council to decide.

There is an increased number of library members, including those from Union List libraries, interested in becoming MARC members. It takes approximately six months to one year to go through all the varying platforms and software.

Typically, after the various courses are taught, PrairieCat staff and the library member would meet once a week for a two-hour hands-on session via Zoom to answer any questions or to clarify any topic that was not

clear. In the past, it was doable to begin training immediately after the library member completed the prerequisites, but this can potentially become arduous if training multiple people concurrently.

At the last Technical Services Committee meeting on April 9, 2023, this topic was brought up and discussed. As a result, it went for a vote and the proposal was passed unanimously to offer MARC training twice per year. One session will be held in January and one in June. We also agreed on restricting MARC members to only staff members of basic online and fully participating libraries. Union List members have minimal access to the database and are permitted to only add and edit items. As such, if a Union List library is going online and is interested in becoming a MARC member, it would have to wait until its "go live" to start the training to allow the staff some time to get familiar with the software.

MARC Member Guidelines Proposed Updates/Requirements
- MARC training will be offered twice per year in January and June.
- Only staff members of basic online and fully participating libraries are eligible to become MARC members.

The Council agrees that the decision made by the Technical Services Committee stands.

d. ACTION: Review and discussion, changes to collection policy and procedures of the circulation manual
   Coulter (PrairieCat) reviewed the comments and input given by the libraries using the automatic process with UMS for collections. Gove (TF) asked about a comment, are libraries using a $10.00 threshold for collections. Brozovich (RP) said that UMS has two levels, a low balance and a larger balance, so maybe both are being used. Faulkner (DK) asked if we should change the policy to say a library has to manually process collections unless it is for more than $50. Long (EM) guessed that a change like this would have to be something done on the side of UMS. Faulkner elaborated that if you UMS does have the two thresholds, we put in the policy that if a library wants to use the automatic process, they must use the higher threshold. Gove suggested talking with a UMS representative. Faulkner suggested talking to the nine libraries using the automatic process to find out what they would be comfortable changing. The Council is not ready to decide on this policy. Coulter will talk to UMS first and see what they can do on a technical level and then reach out to the libraries and explain their options.

e. Review: Strategic Plan workplan for FY24
   Coulter (PrairieCat) shared the Strategic Plan workplan. The new website is about to launch which will meet a few different requirements under our second goal. Smith (PrairieCat) said there is quite a bit of interest in some sort of mentoring program. PrairieCat has not gotten very far with this due to other large projects, but anyone willing to share some

mentoring programs they have experienced or would like to suggest should reach out to Smith.

f. Discussion: Accounting Error on Library Fees
Coulter (PrairieCat) stated there was a typing error on the Library Fees spreadsheet that was discovered after the Fees were approved by the Delegates Assembly. Bourbonnais Public Library was under charged by $99. This impacts all libraries by $0.98. We can correct this error, but it would have to go back to the Delegates Assembly for approval. Coulter suggests writing it off as a negligible accounting error and waive the $99 for Bourbonnais. The Council agrees.

g. Discussion: Overage on New Website
Coulter (PrairieCat) had a meeting with Cherry Hill, the developers for the new support site. PrairieCat was told that Cherry Hill is significantly over their hours and budget for developing this site, $20,000 over. This is 50% over cost. Coulter has asked for an accounting of their hours. Faulkner (DK) said there was clearly no project management being done. Gove (TF) said this is an error on their part for significantly underbidding the project. She asked if the contract has anything written in it regarding overages. Coulter said no. Gove suggests waiting for a direct invoice. Krooswyk (NL) asked if the contract included a statement that requires approval for any overages or work done outside of the contract. Coulter said there is not but should have been. Huffines (FP) stated we need to find out how they are charging us. If we are out of hours and they are continuing to charge us, we need to know about it, and they need approval to do so.

The Council is not onboard with going over the project plan budget that was submitted but will wait to see what the total hours are and what the final overage will be.

h. Discussion: Mature Audience Labels on Books
Faulkner (DK) explained there was a complaint that a library was labeling its books with mature audience stickers. They thought it should be brought to the Council that libraries should not label their books with mature audience stickers. Long (EM) stated that we cannot tell libraries where to put the bar code stickers on books, they will never be onboard with us dictating how they can and cannot sticker their books. Krooswyk (NL) agreed, stating this is completely up to individual libraries and what's best for their patron base. The Council agreed they will not dictate how the membership chooses to label their items.

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 11:39 am.

Next Meeting – Friday, June 2nd, 2023, Johnsburg Public Library