PrairieCat Administrative Council
Minutes
July 7, 2023

The Council met on Friday, July 7th, 2023, 10:30 am –12:00 pm
In person at the Freeport Public Library,
100 E. Douglas Str., Freeport, IL

The meeting will also be available online via Zoom:

https://prairiecat-org.zoom.us/meeting/register/tZUqf-
mtrDstHNeWUPipGNhGb58b55U0Ml8i#/registration

I. Call to order, Welcome and Introductions
Present at Freeport: Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO), Ashley Huffines (FP), Michelle Krooswyk (NL), Kimberly Brozovich (RP), Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR)

Present via Zoom: Kelly McCully (BD), Elena Mendoza (RAILS), Sharon Swanson (RAILS), Courtney E. Soesbe (PMA Financial Network)

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

Huffines (Chair-FP) called the meeting to order at 10:30 am.

II. Introduction of Visitors and Public Comments
There were no public comments. Huffines (FP) introduced Elena Mendoza and Sharon Swanson, RAILS Accountants, and Courtney E. Soesbe, Vice President, Sr. Relationship Manager with PMA Financial Network.

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

IV. Consent Agenda
   a. Approve minutes for June 2nd, 2023, PrairieCat Administrative Council meeting.
   b. Approve financial report for May 2023
   c. Approve check register.
   d. Statistical reports

   MOTION #1
   Krooswyk (NL) moved and Ryan (JO) seconded <u>to approve the consent agenda as presented</u>. There was no discussion on the motion.

   *Motion carried by vocal affirmation
   Ayes: 9
   Nays: 0
   Abstentions: 0

V. Membership Update

a. Update on new and upgrading members.
Smith (PrairieCat) stated that Mt. Carroll Public Library went live on June 5th. They upgraded from Union List to Basic Online membership. There are four post Go Live meetings scheduled to touch base with the library and answer any questions. FHN has ended its membership. Staff is working on extracting their data and getting them their information.

Smith gave the Council some exciting news. Winnebago Public Library has decided to join PrairieCat. Their IGA will be up for approval at the July Delegates Assembly meeting. Ryan (JO) asked if they have two employees. Smith believes the director is the one full time employee and there are two part time employees that work at the library.

b. Update on current training and engagement projects
Smith (PrairieCat) reminded the Council about the ability to customize Vega homepages. If you would like carousels added to your homepage, please put in a help desk ticket. We are still working on setting up eCommerce on Vega Discover.

Smith said the new website launched a few weeks ago. Aside from the L2 log in issues at launch, which were quickly addressed and fixed, everything has run smoothly. PrairieCat staff are working with Cherry Hill to prioritize a few fixes while keeping within a very limited budget.

VI. Administrative Issues
a. Welcome new Administrative Council members
Huffines (FP) welcomed three new Administrative Council member: Michelle Krooswyk, Julie Wayland and Megan Gove.

b. ACTION: Review, discussion and decision, investment options for PrairieCat funds
Mendoza (RAILS) stated that PrairieCat reviews their investment strategy annually. RAILS finance and PrairieCat staff reached out to several financial institutions to inquire about investment options this year. As we evaluated the investment options, we did consider the Federal Reserve's expectations in the future. The interest rates are projected to decrease in the next two calendar years. We recommend taking advantage of locking in a 24-month CD at this peak in rates would be beneficial for the long-term. Our recommendation would be to secure two $250,000 traditional or DTC-type CDs with PMA, whichever yields a higher rate at the time. Securing two $250,000 CDs vs one $500,000 CD would split the investment between two banks to take advantage of the $250,000 FDIC insurance. If PrairieCat were to open one $500,000 CD in one bank, PrairieCat would have to pay to collateralize it which typically makes the net return lower than it would have been by securing two separate CDs. The $500,000 to secure the two CDs ($250,000 each) would be transferred from Illinois Funds to Bank Orion, and then Bank Orion to the PMA iPrime account. This would leave a liquid balance of $223,818 in Illinois Funds that would be available for PrairieCat's immediate use, if needed. During PrairieCat's Finance Committee meeting on June 15, the committee agreed to forward our recommendation to the Administration Council with a request for a presentation from Courtney Soesbe, Senior Relationship Manager from PMA.

Soesbe (PMA Financial Network) gave an investment services

presentation.

MOTION #2
Faulkner (DK) moved and Krooswyk (NL) seconded <u>to approve the investment of PrairieCat funds in a traditional or DTC CD with PMA including opening an iPrime account.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 9
Nays: 0
Abstentions: 0

c. Committee designations for new Administrative Council members
    Smith (PrairieCat) went over the current committee designations.
    Resource Sharing – Ryan (JO) (chair) and Brozovich (RP)
    Finance – Ryan (JO) (chair) and Bryant (PT)
    Consortia Working Group – Faulkner (DK)

d. Review of Administrative Council Manual and signature cards for officers
    Knippel (PrairieCat) stated that the FY24 Administrative Council Board
    Manual can be found on the PrairieCat Support Site under governance,
    https://support.prairiecat.info/governance. The new officers for the
    Administrative Council will be needing to sign a few forms with BankOrion
    this month so they can become official check signers.

e. ACTION: Approve salary adjustment for Director as discussed at 6/2/2023
    meeting
    Smith (PrairieCat) recapped last month's discussion, stating Faulkner
    (DK) reported from the closed session that the Council would like to grant
    a 4% cost of living increase and 1% merit increase to Coulter
    (PrairieCat). They would also like to add an additional 37.5 hours of
    vacation time to Coulter in FY24. Smith asked the Council if the 37.5
    hours of vacation was a one-time allotment or added onto Coulter's
    vacation annually. The Council agreed to give the additional time
    annually. Knippel (PrairieCat) clarified that Coulter would receive 25 days
    of vacation every year going forward.

    MOTION #3
    Bryant (PT) moved and Krooswyk (NL) seconded <u>to approve the 5% salary increase and additional 37.5 hours of vacation for PrairieCat Director.</u> There was no discussion on the motion.

    *Motion carried by vocal affirmation
    Ayes: 9
    Nays: 0
    Abstentions: 0

f. ACTION: Election of OMA and FOIA officers
    Smith (PrairieCat) explained PrairieCat needs two OMA and FOIA officers.
    Typically, Coulter (PrairieCat) is one of the officers and then a member of
    Council is the other. Huffine (FP) volunteered to be the OMA and FOIA
    officer.

MOTION #4
Ryan (JO) moved and Bryant (PT) seconded <u>to approve the election of Coulter (PrairieCat) and Huffines (FP) as the OMA and FOIA officers.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 9
Nays: 0
Abstentions: 0

g. Discussion and recommendation, Pay Scale for FY24
Smith (PrairieCat) shared the proposed pay scale for FY24. Every year, we review the pay scale for PrairieCat. Per recommendations from HR Source, the scale was adjusted up 2.65% for FY24 to avoid compression. The final pay scale will be presented for vote by the Delegates assembly at their July meeting.

h. ACTION: Review, discussion and decision, credit card limit increase for PrairieCat staff credit cards
Smith (PrairieCat) explained, currently, we have a total of $10,000 of credit that is shared among three credit cards from BankOrion. The limits on these cards are currently $5,000 for the director, $5,000 for the Training and Outreach Coordinator, and $1,000 for the Systems Manager.

Given that we are now responsible for paying for software and IT services that previously were paid for by RAILS, we find that we do not have enough available credit to cover online subscriptions for some services on a monthly basis. In addition, our costs for travel due to conferences and meetings has increased as we begin to recover from COVID shutdowns. In the last month, we did incur a credit card overage fee of approximately $40.00 due to inadvertently charging too much on the System Manager's credit card.

The recommendation to the Administrative Council would be to expand the credit limit on all cards (combined) to $15,000, and to increase the limit on the System Manager's card to $5,000. This recommendation was reviewed and approved by the Finance Committee at their June 15 meeting.

MOTION #5
Faulkner (DK) moved and Brozovich (RP) seconded <u>to approve the credit card limit increase to $15,000 for staff credit cards.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 9
Nays: 0
Abstentions: 0

i. Review of Delegates Assembly agenda for July 26, 2023
Smith (PrairieCat) reviewed the agenda for the upcoming Delegates Assembly meeting. The Council had no revisions to the agenda and agreed to move forward as is.

VII.   Ad Hoc Committee Updates
a. Resource Sharing Committee – No report
b. Finance Committee – Report from June 15th, 2023
    Ryan (JO) stated that the Finance Committee met in-person at Moline Public
    Library on June 15th, 2023. The bulk of the meeting was discussing
    investment strategies. We also discussed an increase of credit card limits
    which was previously discussed at this meeting also. The third topic was
    about adding a part-time cataloger to help with record clean up. It was
    suggested in the meeting to hire two to three part-timers to get the clean up
    done quicker. Coulter will be bringing this to the Administrative Council at
    the August meeting.

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 11:39am.

XI.   Next Meeting – Friday, August 4, 2023, Princeton Public Library

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