



**PrairieCat Administrative Council
Minutes
August 4, 2023**

The Council met on Friday, August 4th, 2023, 10:30 am –12:00 pm
In person at the Princeton Public Library,
698 E. Peru Street, Princeton, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration>

I. Call to order, Welcome and Introductions

Present at Princeton: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO), Ashley Huffines (FP), Kimberly Brozovich (RP), Julie Wayland (PR), Megan Gove (TF)

Present via Zoom: Michelle Krooswyk (NL), Laura Watson (HC),

Absent: Victoria Blackmer (CV), Kelly McCully (BD), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:31 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 July 7th, 2023, PrairieCat Administrative Council meeting.
- b. Approve financial report for June 2023
- c. Approve check register.
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) stated that Putnam County Schools continue adding items. Last week the Delegates Assembly approved the IGA for Winnebago Public Library for Fully Participating membership. This project

is set to begin next week. Our project call with Innovative is scheduled for Tuesday morning. We will also be scheduling weekly calls with the library staff. Coulter (PrairieCat) added that the Librarian at Winnebago asked if they should stall the project due to their grant being not yet available. Coulter encouraged the librarian to go ahead and move forward. By the time she is billed by PrairieCat, it is likely that she will have received the grant money.

- b. Update on current training and engagement projects
Smith (PrairieCat) explained the PrairieCat staff have begun the implementation of LibConnect, the new CRM software. This is an internal tool for PrairieCat Staff to track interactions with all of our members. There are four more calls scheduled with the vendor to complete the setup. PUG Day registration is now open. There are already 102 registrations. We are finalizing the last few sessions and once we have those scheduled, we will be able to finalize the event schedule. The Keynote speaker for the PUG Day event is Mia Henry, the CEO and founder of Freedom Lifted. She will be doing a presentation to kick off the day. Freedom Lifted is providing RAILS with EDI training. If your library staff are interested in this training, Mia's presentation at PUG Day might be a nice preview.

VI. Administrative Issues

- a. Updates to Administrative Council emergency contact information
Knippel (PrairieCat) explained that in the case there is an urgent PrairieCat business matter for the Administrative Council to address, we need to have additional contact information on file for the Council members. Knippel passed around a form for the members to fill out.
- b. ACTION: Discussion to approve additional temporary cataloging position(s) to help with record cleanup projects
Coulter (PrairieCat) said, due to issues that have come to light since working with Vega, in addition to cleanups needed after libraries have been added to PrairieCat, Cataloging staff feel that it would be very beneficial for them to have a temporary part time position funded to assist with this work. If we approach this as a 20-week position, Coulter suggests we hire one cataloger and see how it goes. If needed, we could then hire another or extend the duration, depending on the situation. If we stay under 19 hours/week for 12 months or less, we do not have to include IMRF retirement costs or healthcare costs.

MOTION #2

Gove (TF) moved and Faulkner (DK) seconded to approve the addition of a temporary, part-time cataloging position(s) to help with record cleanup projects, capping a total salary at \$9,000.
There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

MOTION #3

Faulkner (DK) moved and Wayland (PR) seconded to approve to adjourn to closed session. There was no discussion on the motion.

***Motion carried by roll call vote**

Ayes: 8

Nays: 0

Abstentions: 0

The Council entered closed session at 10:45 am.

VIII. Reconvene from closed session

The Council reconvened from closed session at 11:22 am.

IX. ACTION: Vote on outcome of salary adjustment discussion from closed session.

MOTION #4 – *Suspended until September 1, 2023 meeting.*

Gove (TF) moved and Ryan (JO) seconded to approve moving the salary of the Training and Outreach Coordinator to mid-range of pay grade 6 on September 1, 2023. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

X. Nays: 0

Abstentions: 0

MOTION #5 - *Suspended until September 1, 2023 meeting.*

Faulkner (DK) moved and Wayland (PR) seconded to approve moving the salary of the Cataloging and Database Coordinator to the maximum of pay grade 5 on September 1, 2023. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

XI. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from July 26th, 2023

Ryan (JO) shared the Resource Sharing Committee update. The Committee decided on a topic for the Resource Sharing Summit. The broad topic is Serving the Unserved. Coulter was able to confirm Amanda Standerfer as a facilitator for the event. The Committee decided to wait until March for the Summit due to several events taking place this fall. We are looking at March 5,6, or 7, 2024.

Knippel (PrairiCat) asked for types of cards libraries offer that we could include on the Summit Survey. Ryan said cards for Veterans. Faulkner (DK) said they have an IGA with the schools to offer cards, which is different than cards for kids. They also offer cards for homeless patrons. Wayland (PR) said they also offer those cards, they call them Temporary Housing Cards, as well as Visitor Cards. Huffines (FP) added Reciprocal Cards.

- b. Finance Committee – No report
- XII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

MOTION #6

Faulkner (DK) moved and Gove (TF) seconded to approve to adjourn to closed session. There was no discussion on the motion.

***Motion carried by roll call vote**

Ayes: 8

Nays: 0

Abstentions: 0

The Council entered closed session at 11:32 am.

- XIII. Reconvene from closed session

The Council reconvened from closed session at 11:44 am.

- XIV. ACTION: Vote on outcome of salary adjustment discussion from closed session. Gove (TF) said the Council is adjusting the salaries of employees who have tenure and PrairieCat will work on benchmarking and creating a pay scale with tiers for next fiscal year, so employees are compensated accordingly.

MOTION #7 - Suspended until September 1, 2023 meeting.

Faulkner (DK) moved and Gove (TF) seconded to approve moving the salary of the Systems Coordinator, Jason Jensen to the maximum of pay grade 6 on September 1, 2023. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

MOTION #8 - Suspended until September 1, 2023 meeting.

Faulkner (DK) moved and Ryan (JO) seconded to approve moving the salary of the Senior Data Specialist to the maximum of pay grade 2 on September 1, 2023. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- XV. Review of Meeting – what worked and what didn't.
The meeting went well.

- XVI. Public Comments
There were no public comments.

- XVII. Adjournment
The meeting adjourned at 11:47am.

- XVIII. Next Meeting – Friday, September 1, 2023, Rock Island Public Library, Main

branch

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