PrairieCat Administrative Council
Minutes
September 1st, 2023

The Council met on Friday, September 1st, 2023, 10:30 am –12:00 pm
In person at the Rock Island Public Library, Downtown
Library, 301 19th Street, Rock Island, 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 Rock Island: Carolyn Coulter (PrairieCat), Chelsey Knippel
    (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly
    Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Victoria Blackmer (CV),
    Kelly McCully (BD)

    Present via Zoom: Michelle Krooswyk (NL), Beth Ryan (JO)

    Absent: Penny Bryant (PT), Emily Faulkner (DK), Julie Wayland (PR),

    Huffines (Chair-FP) called the meeting to order at 10:28 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 August 4th, 2023, PrairieCat Administrative
        Council meeting.
     b. Approve financial report for July 2023
     c. Approve check register.
     d. Statistical reports

     MOTION #1
     **Gove (TF) moved and Blackmer (CV) seconded <u>to approve the
     consent agenda as presented</u>. 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 the PrairieCat Staff is focused on adding
       Winnebago Public Library. It is estimated that they will Go Live in
       January-February 2024. Putnam County Schools continue adding items

for their primary school.

b. Update on current training and engagement projects
Smith (PrairieCat) reminded the Council of the upcoming PUG Day event. It will be held on Friday, September 29th. There are 230 people registered. Counting PrairieCat Staff and presenters, we should have about 250 people at the event.

Coulter (PrairieCat) added the eCommerce is working in Vega as of yesterday, Thursday, August 31st. We are going to test this with a few locations, but will then bring it live for the membership, at which time we will be able to make Vega Discover our primary catalog.

c. Discussion, compliance report
Smith (PrairieCat) gave the bi-annual compliance report. Alleman High School has staffing issues for quite a while, but they are back on track and doing a great job of keeping up on PrairieCat. Byron schools still need to finish their database cleanup for the elementary school. PrairieCat has scheduled monthly check-ins with the district Librarian to help keep them on track since this issue has been lingering for quite some time. They are loaning and borrowing items as required. Dakota schools is another one that has had problems adding items, but they are now Item Entry Certified and adding items. There are a few Union List members who are item entry certified but have added little to no items in FY23. Smith recommends sending a letter to remind them and check in. Coulter (PrairieCat) mentioned the reason for this could be these members have little to no budget for items, so there is nothing to add. Smith continued saying Plano schools and Polo schools are both back on track. Warren schools has completed the Item Entry Certification and is now adding items. Rockford University is a Fully Participating member, but after the librarian retired, they no longer have someone who is Item Entry Certified. It is recommended that we send them a letter to help get that completed. Lastly, Galena schools has been contacted repeatedly since 2020, where, due to COVID, we gave all the membership a break on compliance. Their Librarian was new in 2020, but still has not completed the Item Entry Certification and has not added any items to the database. They have been sent two compliance letters and have been called to remind them of these requirements. Coulter mentioned the last compliance letter we sent to Galena schools was sent to the librarian and a separate one was sent to the superintendent. Gove (TF) asked what the next steps would be. Coulter answered we could put them into suspension and tell them they will be removed from PrairieCat if they do not comply. Watson (HC) said the suspension, keeping them from borrowing could make a big difference since they do borrow quite a few items. Coulter said she could also directly call the superintendent. Blackmer (CV) agreed calling the superintendent with a warning that they will be in suspension. Watson (HC) suggested sharing statistics with them, so they understand just how valuable PrairieCat is to the school. The Council agrees to have a conversation with the librarian and the superintendent, letting them know they have until the end of this quarter to finish the Item Entry Certification training and to begin adding items or their ability to borrow items will be cut off.

VI. Administrative Issues
a. ACTION: Approve changes to General Policy Manual, "Resolution

Establishing the Process for Participation by Electronic Means in Meetings", Section 4 B, to add "Unexpected Childcare Obligation"

MOTION #2
Gove (TF) moved and Blackmer (CV) seconded <u>to approve changes to the General Policy Manual's "Resolution Establishing the Process for Participation by Electronic Means in Meetings", Section 4 B, to add "Unexpected Childcare Obligation"</u>. There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

b. ACTION: Approve changes to the General Policy Manual, Fiscal Accountability Policy, Section D regarding credit card policies

MOTION #3
Blackmer (CV) moved and McCully (BD) seconded <u>to approve changes to the General Policy Manual, Fiscal Accountability Policy, Section D regarding credit card policies</u>. There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

c. Discussion, meeting locations FY24
Coulter (PrairieCat) reviewed the meeting dates and locations for FY24 Administrative Council. Knippel (PrairieCat) explained that because the Council members are all located quite a distance apart, some of the meeting locations are difficult for members to attend. PrairieCat is finding it difficult to reach in person quorum, so centralizing the locations to make it easier on everyone might help. Ryan (JO) agreed a few central locations would be better for her. Gove (TF) said we should consider anyone who is considering joining the Administrative Council. Central locations will be easier to get volunteers on the ballot for upcoming Administrative Council elections. The Council agrees to change the meeting locations, starting with the November 3, 2023, meeting, to central locations, including but not limited to, Dekalb Public Library, Lasalle Public Library, and Sandwich Public Library.

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 #4
Watson (HC) moved and Gove (TF) seconded <u>to approve 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.</u> There was no discussion on the motion.

*Motion carried by roll call
Ayes: 8
Nays: 0
Abstentions: 0

VIII. Reconvene from closed session.
The Council reconvened at 11:24am.

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

MOTION #6
Blackmer (CV) moved and Gove (TF) seconded <u>to approve rescinding</u>
<u>**motions 5,7,8 from the August 4, 2023.**</u>**There was no discussion on the**
motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

MOTION #7
Watson (HC) moved and McCully (BD) seconded <u>to approve the salary</u>
<u>**adjustment for the Cataloging and Database Coordinator to mid-range**</u>
<u>**as of September 1, 2023.**</u> **There was no discussion on the motion.**

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

Gove (TF) mentioned the Council discussed creating a longevity policy. It will
also have to be discussed if the policy should be retroactive and how much that
would cost. Coulter (PrairieCat) and Knippel (PrairieCat) will work on creating a
draft policy to present to the Council next month.

X. Ad Hoc Committee Updates
   a. Resource Sharing Committee – No report
   b. Finance Committee – No report

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

XII. Public Comments
There were no public comments.

XIII. Adjournment
The meeting adjourned at 11:27 pm.

XIV. Next Meeting – Friday, October 6, 2023, Talcott Free Library District, Rockton,
IL