PrairieCat Administrative Council
Agenda
October 6th, 2023

The Council will meet on Friday, October 5th, 2023, 10:30 am –1 pm
In person at the Talcott Free Library District, 101 East Main
Street, Rockton, 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 Talcott Free: Carolyn Coulter (PrairieCat), Chelsey Knippel
     (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF),
     Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR)

     Present via Zoom: Michelle Krooswyk (NL), Emily Faulkner (DK), Kelly McCully
     (BD), Elizabeth Smith (PrairieCat), Elena Mendoza (RAILS), Ann Scales
     (Lauterbach & Amen)

     Absent: Beth Ryan (JO), Victoria Blackmer (CV),

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

II. Introduction of Visitors and Public Comments
     There were no public comments. Elena Mendoza, Staff Accountant with RAILS
     introduced herself. Ann Scales with Lauterbach & Amen introduced herself.

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

IV. Consent Agenda
     a. Approve minutes for September 1, 2023, PrairieCat Administrative
        Council meeting.
     b. Approve financial report for August 2023
     c. Approve check registers.
     d. Statistical reports
        MOTION #1
        **Watson (HC) moved and Gove (TF) 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 the Winnebago project is going strong. There are weekly calls with PrairieCat and Innovative in regard to Winnebago's migrations, as well as, weekly calls with PrairieCat staff and their library staff. The training with the library is taking a little more time, but the target Go Live date is still January 2024.

- Review annual report (ROI report)
Smith (PrairieCat) shared the Annual Report (ROI report) with the Council. She explained that this is a summary of core services PrairieCat provides to the membership and a snapshot of last fiscal year. This is organized around our strategic goals as an organization. This report will be included in the Delegates Assembly packet and shared with the membership after that meeting.

b. Update on current training and engagement projects
Smith (PrairieCat) reviewed PUG Day 2023 with the Council. There were 264 attendees, 284 registered, so those are good numbers. There were 19 sessions plus a keynote presentation. Five of the 19 sessions were hosted by PrairieCat libraries. 67 member libraries were represented at this year's PUG Day conference, which is on par with past years. PrairieCat budgeted $15,000 for the in person event and, without having all the final numbers, we are right around the $15,000 mark. Overall, the survey results have shown a positive experience.

VI. Administrative Issues
a. ACTION: Discussion, review, and approval of FY23 audit
Scales (Lauterbach & Amen) presented the FY23 annual audit results. Lauterbach & Amen has issues an unmodified opinion which is the best that can be issued by auditors.

MOTION #2
Gove (TF) moved Faulkner (DK) and seconded <u>to accept the results of the FY23 audit.</u> There was no discussion on the motion.

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

b. ACTION: Approve benefit renewals, LIMRICC
Coulter (PrairieCat) explained that the Council needs to approve the new LIMRiCC increases for calendar year 2024. She explained that health insurance increased by almost 11%, dental increase about 7% and vision has been locked into the same rate for the next two years.

MOTION #3
Gove (TF) moved Bryant (PT) and seconded <u>to approve LIMRiCC benefit renewals for 2024.</u> There was no discussion on the motion.

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

c. ACTION: Approve resolutions concerning changes to LIMRICC IGA, administrative and substantive changes
Coulter (PrairieCat) stated that the LIMRICC board has asked members of the insurance cooperative to adopt two new resolutions concerning the Intergovernmental Agreement that we have with the organization. They also ask that we then cast two votes to formally adopt the new language of the revised IGA. The first resolution includes 31 purely administrative changes to the IGA, such as spelling/grammatical errors.

MOTION #4
Wayland (PR) moved and Watson (HC) seconded <u>to approve LIMRiCC resolution for administrative changes to their IGA.</u> There was no discussion on the motion.

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

Coulter continued, explaining the second resolution is for substantive changes to the IGA. Some of the substantive changes are:
- Removing the distinction between PHIP and SHIP. It will now be referred to as HIP (Health Insurance Plan)
- Adding the words "and dental insurance for insured participants." Dental insurance wasn't part of the package included in the wording before.

MOTION #5
Watson (HC) moved and Gove (TF) seconded <u>to approve LIMRiCC resolution for substantive changes to their IGA</u>. There was no discussion on the motion.

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

d. ACTION: Approve additional unbudgeted funding for website maintenance
Coulter (PrairieCat) stated in the last fiscal year we completely redesigned and upgraded our support website, leveraging our website hosting firm, Cherry Hill, to perform this work. As the project completed, we found that we had come up with several enhancements that were outside of the original scope of work. Nevertheless, we feel that these enhancements and refinements are needed. After discussion with Cary Gordon from Cherry Hill, we agreed that we could slot 4 hours of development and support time per month to these needs over the next 12 months. At a rate of $195/hour, this would come to $9,360.00 for the full 12-month period. PrairieCat staff would like to request that Administrative Council approve $8,000 for enhancements and support for the remaining 8 months of FY24, as this amount is unbudgeted and the PrairieCat director cannot approve any amounts over $5,000. In FY25, we will budget enough money to continue to support and develop the website ongoing.

MOTION #6

Brozovich (RP) moved and Bryant (PT) seconded <u>to approve additional, unbudgeted funding for website maintenance.</u> There was no discussion on the motion.

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

e. Discussion and review, FY24 Resource Sharing summit proposal
   Coulter (PrairieCat) shared the proposal from Amanda Standerfer for the Resource Sharing Summit PrairieCat plans to host in March of 2024. The Resource Sharing Committee has decided on the topic of Serving the Unserved for the Summit. Wayland (PR) asked if we have defined serving the unserved. Coulter stated that it is something the Resource Sharing Committee needs to define. It could be reciprocal borrowing, nonresident cards, paper library districts, etc. Wayland said she pictures it as people who have no access to library cards whatsoever. Huffines (FP) replied that is a big issue, but it's more than just those with no access.

f. Discussion and recommendation to Delegates Assembly, potential changes to Bylaws concerning treasurer's bond.
   Coulter (PrairieCat) explained that currently, our PrairieCat Bylaws require that we bond our Administrative Council Treasurer. When speaking with our accountants from RAILS, they felt that this is unnecessary as the PrairieCat Treasurer does not handle any funds, and our requirements to have two signatures on all checks would sufficiently prohibit any possible malfeasance. After speaking with our lawyer at Klein, Thorpe and Jenkins, we have verified that as an intergovernmental instrumentality we are not required by statue to bond our treasurer. The Treasurer's bond that we have obtained in the past has cost PrairieCat $1,000. Given that this is not required and does involve significant and intrusive questions to the Treasurer, it is felt that we could drop this requirement from the Bylaws. The Council agrees to recommend the Delegates Assembly votes to approve the removal of the requirement to bond PrairieCat's treasurer.

g. Discussion and review, Delegates Assembly agenda for October 18, 2023
   Coulter (PrairieCat) shared the agenda for the October 18, 2023 Delegates Assembly agenda. There is not much on the agenda for this meeting. We have the audit review and then the approval of the change to the Bylaws that was just discussed. Coulter asked for any presentation suggestions from the Council. Gove (TF) asked if there was a session at PUG Day that could be redone for the Delegates. Smith (PrairieCat) stated that the Library of Things topic interested a lot of people and since it was a 30-minute session, there was not time to address the PrairieCat side of a Library of Things. Faulkner (DK) stated this would be really helpful because her library is having a hard time figuring out how to do it, where to put things, etc. Huffines (FP) said another topic for presentations could be the ongoing bomb threat problem amongst libraries. Coulter suggested sticking with the Library of Things presentation instead of the bomb threats, due to the heavy, depressing nature of the topic. Bryant (PT) agreed saying it would be best to keep it positive. The Council agreed. Coulter will ask RAILS to do a discussion for

the PrairieCat membership on the bomb threats happening amongst libraries.

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 11:24am.

XI. Next Meeting – Friday, November 3rd, 2023, DeKalb Public Library