PrairieCat Delegates Assembly
Oct. 18, 2023
10:30 a.m. – 12:00 p.m.
In person at Senica's Oak Ridge Golf Club, LaSalle, IL
Online via Zoom
Please visit L2 for in person registration or click on the link below:

https://prairiecat-
org.zoom.us/webinar/register/WN_eCsWEF7PRJmNab8EN1YRAw#/registration

Minutes

The Delegates Assembly met on Wednesday, Oct. 18, 10:30 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to: carolyn.coulter@prairiecat.org at least two hours before the beginning of the meeting.

I. Call to order and welcome
Present in Lasalle: Michele Thurston, Alaina Tuttle, Linda Schreiber, Jodie DePatis, Emily Porter, Jolene Franciskovich, April Hoste, Jennifer Shugrue, Karen Lonergan, Heather Black, Kristi Scherer, Emily Faulkner, Alice Groth, Deb Wunsch, Stephen Bero, Sarah Flanagan, Julie Voss, Amy Runkle, Ashley Huffines, Jenna Diedrich, Claire Crawford, Emily Kofoid, Laura Watson, Beth Ryan, Joanna Kluever, Allison Beasley, Kimberly Udstrand, Janet Clark, Ashley Hopper, Pam Naples, Kimberly Martin, Heide Trettenero, Bryon Lear, Resa Mai, Mary Cheatwood, Shalyn Rodriguez, Lou Carlile, Mary Petro, Meridith Layne, Lynn Sheedy, Pennie Miller, Penny Bryant, Emily Schaub, Deanna Howard, Marie Monaco, Julie Wayland, Laura Crisp, Marilyn Calbow, Molly DeBernardi, Tari Sangston, Beth Wood, Angela Campbell, Andy Newgren, Britni Hartman, Tori Drews, Brenda Weinberg, Cynthia Maxwell, Megan Gove, Lauren Offerman, Beth Tepen, Jaclyn Trujillo, Michelle Bailey, Maria Meachum, Shelley Augustine, Kim Brozovich, Kim Brozovich, Chelsey Knippel, Carolyn Coulter, Magda Bonny, Melissa Landis, Matt Maturo, Vicki Forquer, Allysyn Harders

Present via Zoom: Jen Finnerty, Amanda Burger, Eric Linnell, Elizabeth Green, Cynthia Cole, Amy Walsh, Alexandra Annen, Jennifer Barton, Paige Frechmann, Janice May, Barbara Posinger, Denise Tollensdorf, Denise Tollensdorf, Valerie Woodley, Noreen Bormet, Cathy Palmer, Nick Weber, Sue Stevens, Carol McSweeney, Michelle Lawruk, Jamie Lockwood, Jamie Lockwood, Emma Conway, Amy Fry, Rene Leyva, Lynne Noffke, Karen Sutera, Teri Schwenneker, Mindy Long, Victoria Blackmer, Michelle Krooswyk, Julie Harte, Laurel Reiss

Libraries represented: See vote and quorum sheet.

Huffines (Chair-FP) started the meeting at 10:31 am. Huffines welcomed everyone.

II. Introductions and welcome new delegates or alternates
Eric Linnell introduced himself as the new Alternate for Bourbonnais Public Library.

III. Introduction of Guests
There were no guests.

IV. Review of agenda for additions/changes
Coulter (PrairieCat) changed the Resource Sharing Committee report from no report to a report from the July 26, 2023 meeting.

V. Public Comments via Zoom Meeting
There were no public comments.

VI. Consent Agenda
   a. Approve minutes for July 26, 2023, PrairieCat Delegates Assembly meeting.
   b. Central Site report including financial and statistical reports.

   Motion #1: Gove (TF) moved and Franciskovich (CC) seconded <u>to approve the consent agenda as presented.</u> There was no discussion on the motion. Motion carries by vocal affirmation.

   Ayes: 96
   Nays: 0
   Abstentions: 0

VII. Administrative Council Report
   a. Finance Committee Report – No report.
   b. Resource Sharing Committee Report – ~~No report~~. Report from July 26, 2023. Ryan (JO) stated that the Resource Sharing Committee met on July 26th and discussed the Resource Sharing Summit for FY24. The Committee agreed on the topic of Serving the Unserved for the Summit. This is a challenge many of our libraries face on many different levels. The idea is to have the Summit be both education and a forum for libraries to share information on existing programs and the rules governing those programs. The Summit will be held sometime in the beginning of March, facilitated by Amanda Standerfer. The final details will be discussed at the January Resource Sharing Committee meeting.

VIII. PrairieCat Membership Update, Training and Outreach report
Coulter (PrairieCat) mentioned the bomb threats that are happening to libraries in Illinois. ILA is developing some safety procedures that they will be releasing soon. RAILS next member update will include a discussion on safety concerns around these issues.

Coulter continued with the membership update saying Putnam County Schools is a fully participating member who is adding their primary school. The librarian is adding items to the database. Winnebago Public Library District is joining PrairieCat. Their projected Go Live date is January 2024. They will be coming in as a fully participating member. PrairieCat has weekly calls with the library and weekly calls with the Innovative project team for the addition of Winnebago. We are excited to have Winnebago on board.

Coulter recapped the 2023 PUG Day event. This was PrairieCat's first in person event

since 2019. There were 19 sessions and a keynote presentation. 264 attendees joined us for the event from 67 of our member libraries. We have gotten 98 responses to the post-event survey, overall, the membership was satisfied or very satisfied with the event, finding it relevant and useful. The survey is still open for anyone who would like to share their experience of the day. Anyone who may be interested in helping plan future PUG Day events, please reach out to Elizabeth Smith at elizabeth.smith@prairiecat.org.

Coulter reminded the Delegates of the upcoming events. Wednesday, December 20th, PrairieCat is having a New Directors Welcome. If you are a new director and have questions or would like to learn more about PrairieCat, please feel free to join us for this virtual event. As mentioned before, we have the Resource Sharing Summit coming in the beginning of March. Keep an eye out for more information regarding the Summit in the upcoming months.

Coulter pointed out that PrairieCat's Annual Report (ROI report) was sent out a couple days ago. 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.

Coulter stated that there will be a Sierra software update to 6.0, scheduled for October 24th. It will begin that night and is expected to be complete by the start of business on October 25th. It was announced earlier that PrairieCat will be bringing Vega Discover Live as the primary catalog on November 30, 2023.This date is for public libraries. Please prepare to launch Vega Discover to your communities. Encore will still be available, however, the catalog enrichment content from Syndetics will not be included in Encore after the Go Live with Vega. We understand that school libraries run on a slightly different schedule, so we are asking that school libraries bring Vega Discover live in January when your students return from break.

Couter wrapped up the Training and Outreach report by reminding the Delegates that PrairieCat's online training platform, TalentLMS, is an excellent resource for training at your own speed. In the past 30 days, there have been 12 new users and 239 course completions. On-demand training is also available. To request this, please submit a help desk ticket.

IX. ACTION: Approve changes to the PrairieCat bylaws regarding bonding for the Administrative Council Treasurer
Huffines (FP) explained that currently, 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. 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. It is suggested that the Delegates Assembly vote to remove Article III, Section 7, subsection "d" of the bylaws.

Motion #2: Miller (PC) moved and Faulkner (DK) seconded <u>to approve changes to the PrairieCat Bylaws, removing the bonding requirement for the Administrative Council treasurer.</u> There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 96

Nays: 0
Abstentions: 0

X. Review, PrairieCat annual financial audit results
Coulter (PrairieCat) stated that the meeting packet includes the Annual Financial Audit results from FY23. RAILS accountants worked with the auditors to ensure a smooth audit. The auditors issued an unmodified opinion, which is the best opinion auditors can give.

XI. Presentations: Library of Things
Meachum (WL) and Harders (SE) gave a Library of Things presentation. Landis (PrairieCat) said that anyone who has questions about cataloging a library of things should submit a ticket to the help desk and the PrairieCat team will help get things set up.Mai (MR) said her library had a petting zoo to help promote their Library of Things. Franciskovich (CC) asked what maintenance costs are associated with offering a Library of Things? Meachum replied she does not have any maintenance cost. The library does not provide supplies to go with the checked-out items. For example, the library will check out a staple gun, but the patron is responsible for buying the number of staples they will need.

I. Public Comments via previously submitted email (see above), in person or online.
There were no public comments.

II. Adjournment
The meeting adjourned at 11:25 am.

III. Next regularly scheduled meeting, January 24, 2024, North Suburban Public Library District, Loves Park and online via Zoom.