



**PrairieCat Administrative Council
Minutes
December 1st, 2023**

The Council met on Friday, December 1st, 2023, 10:30 am –1 pm
In person at the LaSalle Public Library, 305 Marquette Street, LaSalle, 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 LaSalle: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Kelly McCully (BD),

Present via Zoom: Victoria Blackmer (CV), Michelle Krooswyk (NL)

Absent: Emily Faulkner (DK), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:30 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 November 3rd, 2023, PrairieCat Administrative Council meeting.
- b. Approve financial report for October 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Gove (TF) moved and Ryan (JO) seconded to approve the consent agenda as presented. 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 Putnam County schools is preparing for their primary school to Go Live for circulation in early January. This should be a simple transition since their other buildings are already in PrairieCat. The PrairieCat staff continues to work with Winnebago Public

Library and Innovative in preparation for their migration. Winnebago's Go Live is scheduled for the end of January. Everything is going smoothly, and they are progressing through the training and having productive weekly calls. Manhattan-Elwood Public Library District is planning on opening a branch location, so that has been noted by the PrairieCat staff as a future project.

- b. Update on current training and engagement projects
Coulter (PrairieCat) stated she went out and did an in-person Vega training at Oglesby Public Library. It seems we are getting more requests for in person trainings.

Coulter continued saying that Vega Discover went live yesterday (November 30, 2023). It seems to be going well so far.

VI. Administrative Issues

- a. ACTION: Discussion and approval, PrairieCat Years of Service Program
Coulter (PrairieCat) explained we have updated the PrairieCat Years of Service Program policy with the suggestions from the Council at the previous meeting. The addition of choosing a gift from an online catalog was added for the milestone years of 10, 20, 30, 40 and 50. The Council agreed to back pay any years of service awards from 2018 to now. These will be paid out according to the policy.

MOTION #2

Gove (TF) moved and McCully (BD) seconded to approve PrairieCat Years of Service Program policy. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- b. ACTION: Review, discussion, and approval, compensation for redlined staff members
Coulter (PrairieCat) stated that PrairieCat has at least one employee who has reached the top of the approved pay scale. To be consistent, it would be best to have a policy in place for any/all employees who reach the top of their pay scale. The Council discussed several options:
- Cut the employee's pay to fall within the range (Management Association does not recommend using this option).
 - Freeze the employee's pay. With time, your annual structure adjustments will move the pay range upwards, and eventually the employee will fall back within the pay range. At that time the employee can resume receiving regular pay increases.
 - Freeze the employee's pay and provide the employee a lump sum bonus in lieu of traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
 - Freeze the employee's pay and give a non-monetary reward (such as extra vacation time) in lieu of traditional pay increase.

The Council would like to see a written policy with option three.

Coulter will write a policy where PrairieCat freezes the employee's pay and provide the employee a lump sum bonus in lieu of traditional pay increase and bring it back to the Council for approval in January.

- 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 11:00 am.
- XI. Next Meeting – Friday, January 5th, Reddick Public Library District, Ottawa, IL

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