



**PrairieCat Administrative Council  
Minutes  
February 9th, 2024**

The Council met on Friday, February 9th, 2024, 10:30 am – 1 pm  
In person at the DeKalb Public Library, 309 Oak Street  
DeKalb, 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 DeKalb: 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), Emily Faulkner (DK), Michelle Krooswyk (NL), Victoria Blackmer (CV)

Present via Zoom: Jen Finnerty (NC)

Absent: Kelly McCully (BD)

Huffines (Chair-FP) called the meeting to order at 10:32 am.

II. Introduction of Visitors and Public Comments

Jen Finnerty from North Chicago joined via Zoom. There were no public comments.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added two discussion points, changing the April meeting date and an interview panel for an open position. Coulter also removed the Cafeteria Options policy from the agenda as she reconsiders this policy.

IV. Consent Agenda

- a. Approve minutes for January 5th, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for December 2023
- c. Approve check registers.
- d. Statistical reports

**MOTION #1**

**Gove (TF) moved and Watson (HC) 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 added their primary school, and that project went live in early January. Winnebago Public Library went live on January 24-25. PrairieCat Staff continue to have post migration calls with Winnebago. Mills Petrie is a Union List library that has requested information on upgrading to a Basic Online membership. Coulter (PrairieCat) sent them a packet which included pricing.
- b. Update on current training and engagement projects  
Smith (PrairieCat) has put a call out for Engagement Committee members. There are a few open spots due to committee members leaving their libraries and taking jobs with other, non-PrairieCat libraries. It would be helpful to fill these spots as we begin planning the next PUG Day for this fall.

## VI. Administrative Issues

- a. Update, FY26 budget revision discussions  
Coulter (PrairieCat) met with the accountants along with Ryan (JO), Smith (PrairieCat) and Knippel (PrairieCat) to discuss some questions that came out of the Finance Committee meeting in December. We cannot have a separate capital reserves budget because we are considered a business and not a public library. Accounting rules for businesses do not allow for separate account reserves. We do need better rules around how we spend capital reserves and maybe removing capital and just calling it reserves. That will be our next step. The other topic was the question of how we are presenting the grant funding in the budget. The accountants concern with putting the full amount of the grant in the budget and showing expenses for the items RAILS is charging PrairieCat for, is that we will not receive a check for the full amount, we will only receive a check for X amount of dollars with the expenses taken off the top. To remain transparent, we have put the amount that is taken from the total grant award at the bottom of the budget.
- b. ACTION: Approve changes to GPM policies, ~~Cafeteria Options~~ and FOIA Policy  
Coulter (PrairieCat) stated that upon review of the General Policy Manual, it was found that changes need to be made to the FOIA Policy. Our suggested changes include cleanup of the policy to reflect current relationship with RAILS, add grant funding, remove Judy Hutchinson's name. Faulkner (DK) noticed the meeting time for the Administrative Council is incorrect in the policy. Ryan (JO) asked if it is okay to remove the budget from the policy. Coulter will change it so it reads "our audited finances and budget can be found online at" and insert a link. Faulkner questioned section II, letter F, asking if you have to include a specific format. Huffines (FP) and Krooswyk (NL) suggested ending the sentence after "will be so provided." The Council agrees. Faulkner also asked if you need to name the Public Access Counselor, or if it can just say Public Access Counselor. Coulter will strike the named Counselor from the policy.

### **MOTION #2**

**Gove (TF) moved and Faulkner (DK) seconded to approve the changes to the FOIA Policy in the GPM as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

- c. ACTION: Approve changes to the Vacation Leave policy of the Employee manual  
Knippel (PrairieCat) explained that in order to comply with new legislation regarding vacation leave for all employees, we need to edit our Vacation policy to include vacation time for part-time employees regardless of the number of hours worked. Faulkner (DK) to have the part-time hours spelled out, similar to how the full-time hours/days are listed. Knippel answered that it is not that simple since PrairieCat is giving them time off based on how many hours they work, so two part-time people who work different amounts of hours will have different accrual rates. Faulkner also asked if it needs to specify that it is paid time off for any reason with no notice. Gove (TF) stated that because PrairieCat's policy is more generous than the law, we do not have to follow all the requirements in the law. Knippel will review the law again and bring the policy back next month with more clarity.

**MOTION #3 – Tabled until March 1, 2024 meeting to approve changes to the Vacation Leave policy in the Employee Handbook.**

- d. Update, Syndetics cover art extension for Encore  
Coulter (PrairieCat) explained that with our Vega Discover license we can use Syndetics cover art at no extra cost. The add value part of Encore has been removed and we will be getting a credit for Syndetics Unbound subscription we have paid for.
- e. Discussion, Delegates Assembly topics from 1/31  
Coulter (PrairieCat) opened the discussion by expressing her delight that eRead was renewed without any votes against it. Ryan (JO) stated that North Suburban was a great place for the Delegates Assembly meeting.
- f. Discuss, Interview Panel  
Coulter (PrairieCat) is asking for a couple volunteers to be a part of an interview panel when we begin hiring for the Systems Supervisor position. Once the benchmarking comes back at the end of March, we will post the job and begin the hiring process. It is desirable to have stakeholders on an interview team. Wayland (PR) and Huffines (FP) volunteered.
- g. Discussion, April meeting date  
Huffines (FP) stated that the April Administrative Council meeting date is during PLA. At least three Administrative Council members will be at PLA so it might be better to move that meeting to a different day. The Council agrees to move the April 5<sup>th</sup> Administrative Council meeting to April 12<sup>th</sup>.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – report from January 31<sup>st</sup>, 2024  
Ryan (JO) said that the Resource Sharing Committee met after the Delegates Assembly meeting on January 31<sup>st</sup>. We met with Amanda Standerfer to brainstorm ideas about the upcoming Resource Sharing Summit. It was decided that we would try to get someone from the

Illinois State Library to join the Summit because there are a lot of questions around the rules of giving out library cards. After the meeting, Coulter (PrairieCat), Smith (PrairieCat), and Knippel (PrairieCat) met with Standerfer and we now have an agenda. Smith added that it is likely that Joe from RAILS will be speaking as well.

b. Finance Committee – no report

- VIII. Review of Meeting – what worked and what didn't.  
Krooswyk (NL) said, according to the By Laws, this group needs to meet quarterly at a minimum. Would it be easier for this group to meet every other month instead of monthly? Coulter (PrairieCat) stated that will be up to this group. The need to meet depends on what happens within PrairieCat. If a contract comes up that needs approval, we need this group to discuss it. Smith (PrairieCat) also mentioned that the meeting scheduled is based around this group meeting monthly. We could consider cancelling a couple meetings. Huffines (FP) suggested having the monthly meetings scheduled and if we have a light agenda, we can cancel. The Council agrees.
- IX. Public Comments  
There were no public comments.
- X. Adjournment  
The meeting adjourned at 11:29 am.
- XI. Next Meeting – Friday, March 1st, LaSalle Public Library

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