

VI. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) stated that Mills and Petrie's upgrade from Union List to Basic Online membership was approved by the Delegates Assembly in April. PrairieCat can now move forward with the upgrading process. We will set up calls with the library to ensure the project stays on track. Manhattan Elwood is moving forward with their new branch in Elwood. This will be a smaller project for the PrairieCat staff.
- b. Update on current training and engagement projects
Smith (PrairieCat) reminded the Council that the Member Updates are May 7, 8, and 10. The in-person locations are Pearl City, Sherrard, Fossil Ridge and Woodstock. Friday the 10th will be online via Zoom. PUG Day programs will soon be finalized with registration opening in June. We do have a pretty full slate already.

Smith continued saying PrairieCat does have an open position that is posted on our website and on the RAILS job board for a User Experience Specialist. This position will report to Smith and help support our end user products, such as, discover kids' catalog, LX starter and the mobile app.

Smith explained that PrairieCat surveyed their Union List members to get a better understanding of their configuration and how they are set up. This came about the last time we did our semi-annual compliance review. The typical noncompliance members are Union List and Schools, so we wanted to make sure that PrairieCat is meeting their needs and/or what makes the most sense for these members moving forward. Most respondents, particularly from public and school sectors, indicated no immediate need for an upgrade, citing budget concerns or current system fulfillment. However, some expressed interest in exploring this option further, particularly when automated, to enhance reach, especially for students without public library access. She also presented data on borrowing patterns, indicating that some members pay for the service but do not borrow frequently, raising the question of cost-effectiveness.

VII. Administrative Issues

- a. Review final election slate
Coulter (PrairieCat) shared the nominees for the upcoming FY25 election. She noted that we did not receive any nominations for the Tier 3 Technical Services Committee seats. We recommend changing these seats to At Large to pull in more volunteers. However, after considering various perspectives, it was decided that PrairieCat will work together to come up with a long-term change to the bylaws and bring it back to the Council next month for approval.
- b. Review of the Custom Consortia Executive Director Compensation & Benefits Survey
Coulter (PrairieCat) explained HR Source put together a proposal for us to evaluate the salary and benefits of the Director position. The Custom Consortia Executive Director Compensation & Benefits Survey came in at \$2,000. The Council agreed to move forward with the survey.
- c. Review progress on strategic plan

Coulter (PrairieCat) highlighted the need to update the strategic plan and activity plan, suggesting that they could do it internally instead of hiring a consultant. She proposed using the existing framework as a basis for us to update the strategic plan and activity plan.

- d. ACTION: Approve revisions to General Policy Manual, eligibility requirements for school libraries
Coulter (PrairieCat) shared the proposed changes to the General Policy Manual. These changes are to clean up the manual due to being out of date.

MOTION #2

Faulkner (DK) moved and Bryant (PT) seconded to approve the revisions to the General Policy Manual, eligibility requirements for school libraries. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

- e. ACTION: Approve changes to the "years of service" policy
Coulter (PrairieCat) explained that when we introduced the Years of Service policy, we had adopted the wording from RAILS. When the accountants saw they policy, which is RAILS policy as well, they explained to us that the wording in the policy will pay out every year after five years. This was not the intention of PrairieCat's policy. We have adjusted the wording so that it is clear the Years of Service policy pays out only every five years.

MOTION #3

Faulkner (DK) moved and Wayland (PR) seconded to approve the changes to the Years of Service policy as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

- f. ACTION: Discussion and approval, changes to bills notices process per recommendation from the Circulation committee
Coulter (PrairieCat) stated Currently, replacement bills are mailed to patrons at 21 or 28 days after the due date (for fine-free libraries) or 44 days after the due date (for non-fine-free libraries). Once the replacement bill has been generated, no further bills are produced. This new option will allow us to send additional bills to patrons after the replacement bill has been sent. For example, we could choose to send 2 additional bills 30 days apart. Libraries can choose to have these additional bills sent or not; however, the number of bills and the timeframe for sending them is a consortium-wide setting and cannot be customized for individual libraries. The Committed voted and approved 2 additional bills, each 30 days apart. They ask that the Administrative Council approve their decision, as this impacts all PrairieCat members.

MOTION #4

Bryant (PT) moved and McCully (BD) seconded to approve the changes to bills notices process per recommendation from the Circulation Committee. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

VIII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Review of 4/24/24 meeting
Coulter (PrairieCat) stated that the Resource Sharing Committee met after the Delegates Assembly on April 24th. They reviewed the feedback from the Resource Sharing Summit and suggestions for future meetings. The other discussion was about patrons from non-PrairieCat libraries placing holds on PrairieCat collections. She mentioned that Johnsbury and Woodstock were interested in having reciprocal borrowing with nearby non-PrairieCat libraries, but there were systemic problems with this approach. A solution was proposed to provide two cards or barcodes, one for reciprocal borrowing and one for local holds. However, we would need to understand who would want to use this system and how it would be communicated in the library catalog. She also pointed out potential complications, such as patrons from one library using their card to access another, even if they didn't contribute to that library's tax base. The Committee decided to survey the membership about providing holds to non-PrairieCat reciprocal borrowers and review it at the next meeting.

- b. Finance Committee – No report

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

X. Public Comments
There were no public comments.

XI. Adjournment
The meeting adjourned at 11:32 am.

Next Meeting – Friday, June 7th, DeKalb Public Library