



**PrairieCat Administrative Council  
Minutes  
June 7th, 2024**

The Council met on Friday, June 7th, 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/tZUgf-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), Emily Faulkner (DK), Megan Gove (TF), Beth Ryan (JO), Michelle Krooswyk (NL), Laura Watson (HC), Julie Wayland (PR), Barbara Posinger (SA)

Present via Zoom: Victoria Blackmer (CV), Jenna Diedrich (GA)

Absent: Kelly McCully (BD), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:33 am.

II. Introduction of Visitors and Public Comments

Jenna Diedrich (GA) introduced herself as the Director at Galena Public Library  
Barbara Posinger (SA) introduced herself

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for May 3rd, 2024 PrairieCat Administrative Council meetings
- b. Approve financial report for April 2024
- c. Approve check registers
- d. Statistical reports

**MOTION #1**

**Krooswyk (NL) moved and Gove (TF) 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 Mills and Petrie is our only new or upgrading member. PrairieCat staff continues to work with the library staff on clean up.
- b. Update on current training and engagement projects  
Smith (PrairieCat) explained that we have begun working with Innovative on the testing of user roles in Vega Admin. We have also started working with Cherry Hill, our website provider, on the forums page on our website. As you know, this was pushed to the back burner for budgeting reasons, but now we have more hours available and can begin focusing on getting the forums up and running. Smith also stated that we have hired a new User Experience Specialist. She will be starting at the end of June, and we hope to include her in the next couple of Delegates Assembly meetings so the membership can meet her.

VI. Administrative Issues

- a. Review election results  
Coulter (PrairieCat) congratulated Huffines (FP) and Ryan (JO) on their re-election to the Administrative Council. Congratulations to the new members of the Administrative Council, Diedrich (GA) and Posinger (SA).
- b. Recognize departing Council members  
Coulter (PrairieCat) thanked Blackmer (CV) and Bryant (PT) for their dedication to PrairieCat and their service to the membership.
- c. ACTION: Elect FY25 officers  
Chair: Michelle Krooswyk  
Vice-Chair: Megan Gove  
Secretary: Kim Brozovich  
Treasurer: Beth Ryan

**MOTION #2**

**Wayland (PR) moved and Faulkner (DK) seconded to approve the FY25 Administrative Council officers as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- d. ACTION: Approve check signers, FY25  
Chair: Michelle Krooswyk  
Vice-Chair: Megan Gove  
Secretary: Kim Brozovich

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Treasurer: Beth Ryan

**MOTION #3**

**Wayland (PR) moved and Gove (TF) seconded to approve the FY25 check signers as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- e. ACTION: Review closed session meeting recordings for release or deletion for recordings over 18 months old  
Coulter (PrairieCat) stated there are no closed session recordings over 18 months old to review.
- f. ACTION: Appoint Committee chairs, Finance and Resource Sharing Committees and voting representative to the RAILS Consortia Committee  
Finance Committee Chair: Beth Ryan  
Resource Sharing Committee Chair: Beth Ryan  
RAILS Consortia Committee Representative: Emily Faulkner

**MOTION #4**

**Gove (TF) moved and Watson (HC) seconded to approve the appointment of Ryan (JO) as chair of the Finance and Resource Sharing Committees and Faulkner (DK) as the RAILS Consortia Committee representative. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- g. Discussion, Mobile App RFI/RFP  
Coulter (PrairieCat) discussed the current mobile app contract with Capira/OCLC, set to expire in October 2025. She proposed the idea of exploring other options after the first fiscal year in July, following a suggestion from Innovative, who might be interested in purchasing the current contract. Coulter emphasized the need for fairness to all potential bidders and the importance of considering the benefits of streamlining services. She also expressed a desire to provide a cost-effective app solution for all consortium members, if feasible.
- h. Discussion and review, proposed bylaws changes and corrections  
Coulter (PrairieCat) in our ongoing effort to clarify and update our governance documents, the following changes to the PrairieCat bylaws

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are suggested. These bylaw changes will need to be approved at the next Delegates Assembly after review by the Administrative Council. Most deal with how PrairieCat handles our standing groups.

As previously updated in the General Policy Manual, the Technology standing committee/"Computer Keepers" has been discontinued. Other changes are suggested to the representation of the Circulation and Technical Services committees. Given the ongoing issues we have had filling these "tiered" seats, it is felt that moving more seats to at large, and expanding the number of terms an individual can serve may help with this issue. Faulkner (DK) suggested adjusting the wording from "the size of the committee can be adjusted" to "the size of the committee shall be adjusted" and to include "appointments may be made by the committee to fill vacant seats." Coulter will make the edits. The Council agrees to send the changes to the Delegates Assembly for approval.

Coulter also mentioned that the User Experience Committee has been disbanded due to low participation. We will reconstitute this committee after the User Experience Specialist starts and can take leadership of the committee.

- i. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

**MOTION #5**

**Gove (TF) moved and Faulkner (DK) seconded to adjourn to closed session. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

VII. Reconvene

- a. ACTION: Approve outcome of closed session discussion, including compensation decisions.

**MOTION #6**

**Gove (TF) moved and Krooswyk (NL) seconded to approve the 11.39% salary increase for the Cataloging and Database Coordinator. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

**MOTION #7**

**Gove (TF) moved and Ryan (JO) seconded to approve the 4% salary increase for the Director. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

VIII. Ad Hoc Committee Updates

a. Resource Sharing Committee – No report

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 11:48 am.

Next Meeting – Friday, July 12, 2024, Princeton Public Library