



**PrairieCat Administrative Council
Minutes
July 12th, 2024**

The Council met on Friday, June 7th, 2024, 10:30 am –12:00 pm
In person at the Princeton Public Library, 698 E. Peru Street, Princeton, IL

The meeting will also be available online via Zoom:

<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2024-07-12>

- I. Call to order, Welcome and Introductions
Present at Princeton: Carolyn Coulter (PrairieCat), Chelsey Knippel (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), Jenna Diedrich (GA)

Present via Zoom: Elizabeth Smith (PrairieCat), Shelby O’Hara (PrairieCat)

Absent: Kelly McCully (BD), Barbara Posinger (SA)

Krooswyk (Chair-NL) called the meeting to order at 10:33 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 June 7th, 2024, PrairieCat Administrative Council meetings.
 - b. Approve financial report for May 2024
 - c. Approve check registers.
 - d. Statistical reports

MOTION #1

Gove (TF) moved and Huffines (FP) 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) reported on the upgrading of the Mills and Petrie Library. They have hired a new director recently and PrairieCat staff continue to work with them on their upgrade from Union List to Basic Online. Manhattan Elwood Library will be adding a new Elwood branch.
- b. Update on current training and engagement projects.
Smith (PrairieCat) highlighted the upcoming PUG Day 2024 event and introduced PrairieCat's new User Experience Specialist, Shelby O'Hara. Shelby started at the end of June and has been doing great! Smith also presented redesigned documents for new library directors and the membership.

VI. Administrative Issues

- a. Welcome new Administrative Council members.
Coulter (PrairieCat) welcomed Diedrich (GA) to the Administrative Council. She also stated that Posinger (SA) is new to the Council as well but could not be at the meeting today.
- b. Committee designations for new Administrative Council members
Coulter (PrairieCat) stated that the Finance Committee and the Resource Sharing Committee are Council appointed committees. We like to have two Council members on each committee. Ryan (JO) is the current Chair of both committees. Brozovich (RP) is on the Resource Sharing Committee so that committee is full. We do have one opening on the Finance Committee. Gove (TF) volunteered to join the Finance Committee.
- c. Review of Administrative Council Manual and signature cards for officers
Knippel (PrairieCat) gathered the signatures for the BankORION bank signature card and stated that the FY25 Board Manual has been uploaded to the website.
- d. ACTION: Election of OMA and FOIA officers
Coulter (PrairieCat) explained that she is normally appointed the FOIA officer because she must respond to all FOIA requests. The OMA officer needs to be a Council member which is usually the Chair but does not have to be. Krooswyk (NL) volunteer to be the other officer.

MOTION #2

Huffines (FP) moved and Gove (TF) seconded to approve the appointment of Coulter (PrairieCat) and Krooswyk (NL) as the OMA and FOIA officers. There was no discussion on the motion.

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***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- e. Review of Delegates Assembly attendance and non-attendance fines
Smith (PrairieCat) reported that six libraries were fined for non-compliance in FY24. The Council discussed possible consequences for non-compliance. Coulter (PrairieCat) suggested contacting board chairs of non-compliant libraries after three years of non-compliance. However, she's hesitant to take more extreme action over relatively small fees. Huffines (FP) agreed to reach out to the library who has had consecutive non-compliance. The Council agreed to further discuss the procedure of non-compliance when/if a library gets to three years of non-compliance.
- f. Discussion, Mobile app contract
Coulter (PrairieCat) discussed the current mobile app contract with OCLC due to end in October 2025 and considered reevaluating it considering the new Innovative app and Vega software. After consulting with the lawyer, she proposed a solution to switch to Innovative's software without charge until the OCLC contract ends. She suggested forming a team to demo both OCLC and Innovative software and compare their features, with the possibility that Innovative's software might have an edge due to its ability to handle consortial roll-ups and better integrations with Vega. Coulter acknowledged that we still need pricing from both and will be requesting pricing for opt-in membership as well as consortia membership.
- g. Review of Delegates Assembly agenda for July 31, 2024
Coulter (PrairieCat) reviewed the Delegates Assembly agenda, pointing out the employee years of service recognition and the presentation from Klein Thorpe and Jenkins on the new ADA requirements for online resources for libraries.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report

- b. Finance Committee – no report.

VIII. Public Comments

There were no public comments.

IX. Adjournment

The meeting adjourned at 11:35 am.

Next Meeting – Friday, August 9th, 2024, Reddick Public Library

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