



**PrairieCat Administrative Council
Minutes
March 1st, 2024**

The Council met on Friday, March 1st, 2024, 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 Dekalb: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Kelly McCully (BD), Penny Bryant (PT), Emily Faulkner (DK)

Present via Zoom:

Absent: Victoria Blackmer (CV), Michelle Krooswyk (NL), Ashley Huffines (FP)

Ryan (Treasurer-JO) 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 February 9th, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for January 2024
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Watson (HC) moved and McCully (BD) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) gave the membership update. We have wrapped up

and closed the Winnebago project and the Putnam County Schools project. We do have Mills Petrie, a Union List library, who asked for quotes about upgrading their membership to Basic Online. Their Board of Directors did vote to upgrade, so as soon as we get the signed IGA, we can bring it to Delegates Assembly for approval. We have a meeting with them next week to discuss the steps of the project.

- b. Update on current training and engagement projects
Smith (PrairieCat) stated the Resource Sharing Summit is happening next Thursday, March 7th. We will have the State Library and RAILS giving presentations. She encouraged the Administrative Council to attend to show their support. We have scheduled the Member Updates for the beginning of May. PUG Day 2024 has also been scheduled for September 26 and 27. This will be a virtual event.

VI. Administrative Issues

- a. Appoint nominating committee members for upcoming elections.
Coulter (PrairieCat) explained that there are four Administrative Council members whose terms are expiring.

Victoria Blackmer, a tier 3 representative
Penny Bryant, a tier 3 representative
Ashley Huffines, a tier 1 representative
Beth Ryan, a tier 2 representative

Coulter is asking for two volunteers to assist with gathering nominees to be on the election ballot for FY25. Faulkner (DK) and McCully (BD) volunteered to be on the Nominating Committee.

- b. Membership compliance Review
Smith (PrairieCat) explained that PrairieCat Administrative Council biannually reviews member compliance. PrairieCat Bylaws state that "Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council."

PrairieCat requires that member libraries maintain compliance with our policies around item entry certification, item entry, OCLC membership, and resource sharing. At least one member of library staff needs to be certified to perform item entry. In addition, it is required that libraries add their new items to the PrairieCat database on a current basis, to share items within the consortium, and to maintain OCLC membership. The Administrative Council values member participation in PrairieCat and wants to ensure members are using services at the appropriate level for their library.

Smith continued, stating that Upon review of FY24 statistics (July 1 – Dec 31, 2023), several Union Listing members were out of compliance with item entry requirements. She contacted the libraries to see if there were any extenuating circumstances and most of them cited staffing issues and lack of new items because of limited collection budgets. She recommend no action be taken.

Please note, at the last compliance review in Fall 2023 that Galena CUSD

was out of compliance due to item entry certification and item entry. Since then, Galena CUSD has made an arrangement with the Galena Public Library for assistance with adding items. The school librarian verified this arrangement is going well. Also in Fall 2023, Rockford University was out of compliance with item entry certification and item entry. Since then, the library has hired a new librarian who is completing these duties.

c. Review Delegates Assembly attendance

Smith (PrairieCat) stated that Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PRAIRIECAT members and the four Union Listing representatives, per the PRAIRIECAT Intergovernmental Agreement. The non-attendance fine rules are listed below, which can be found in the Bylaws:

-“If a member library or Union List Delegate is not represented by their Delegate or Alternate at two of the four scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.

-If a member library is not represented at the Delegates Assembly by their Delegate or Alternate in person at least once a year, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates.

-The maximum annual fine for non-attendance for each member library will be \$150.”

Upon review of Delegates Assembly attendance to date, there are 14 members who have not met the minimum attendance requirement. The final meeting in the fiscal year is April 24, 2024.

-10 have only attended virtually

-3 have only attended 1 meeting

-1 has not attended any meetings

d. ACTION: Approve changes to the IGA App B

Coulter (PrairieCat) said Upon review of the IGA Appendix B “PrairieCat Functionality by Membership Level”, it was found that some changes need to be made to accommodate our new Vega Discovery layer. In addition, the following changes are suggested:

AIR PAC/MOBILE ENCORE: This was described as the “mobile version” of Encore, however it was simply Encores’ responsive interface for mobile devices. Since this is not a separate “app”, Coulter believes this should be removed.

PROGRAM REGISTRATION: This module is available; however, the functionality of the software is so poor that all the libraries that tried to use it moved off quickly. Coulter believes it should be removed from the list as it is misleading.

MOTION #2

Gove (TF) moved and Faulkner (DK) seconded to approve the IGA App B as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- e. ACTION: Approve changes to the Paid Leave for All Workers Policy of the employee handbook
Knippel (PrairieCat) stated after last month's confusion on the changes to the Vacation Policy, we decided to leave that policy as is and create a separate policy for employees working under 20 hours per week. This policy is similar to what RAILS has implemented which is straightforward and meets all the requirements of the law.

MOTION #3

Wayland (PR) moved and Watson (HC) seconded to approve the addition of the Paid Leave for All Workers Policy to the employee handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- f. Review Oglesby IGA for stepping down from fully participating to basic online level, make recommendations to Delegates Assembly
Coulter (PrairieCat) said we have received a signed IGA from Oglesby to step down their membership level from Fully Participating to Basic Online. The only caveat is that our bylaws say PrairieCat has to be notified 180 days prior to stepping down and the Oglesby Director contacted us 151 days ahead. The Council agrees to recommend passing this on to Delegates Assembly for approval.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
b. Finance Committee – no report

Coulter (PrairieCat) said she did reach out to the Finance Committee for volunteers to help make a plan for the benchmarking report that came back from HR Source.

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 11:01am.

Next Meeting – Friday, April 12, Reddick Public Library District