

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Coulter (PrairieCat) stated Mills & Petrie Memorial Library and Gymnasium is upgrading from Union List to Basic Online. The new director Jill Kohlert started this summer and has recently completed the Item Entry Certification training. The library staff continues to clean up their collection in preparation for upgrading. Next, PrairieCat staff will restart regular project meetings with the library.

Coulter also told the Council, per a member referral, she shared basic information about PrairieCat membership with Elizabeth Greenup, director of Wauconda Area Public Library District. They are a standalone library on Polaris in Lake County.

- b. Update on current training and engagement projects.
Coulter (PrairieCat) gave an update on training and engagement, stating PUG Day 2024 registration is open. We have a great selection of webinars for members to choose from. Webinars will be recorded and made available on the PUG Day page after the event.

Coulter stated that the PrairieCat Engagement Committee launched a pilot PrairieCat Passport Program to encourage more engagement among PrairieCat member libraries. Visiting other libraries is a great way to network with your colleagues. At the quarterly Delegates Assembly meetings, the hosting library will offer a library tour after the scheduled meeting. There will be a list of participating libraries in the area that you can visit on your way home. You'll get your passport stamped for each library you visit as well as the opportunity to pick up some PrairieCat swag. We have a short feedback survey for visitors to complete so we can evaluate the program. The Training Committee is testing user roles and permissions in Vega Discover as well as testing out Homepage Builder. Feedback on user roles and permissions is being shared with Innovative as part of the beta testing.

Coulter also explained that PrairieCat's User Experience Specialist, Shelby O'Hara, is working on re-recording the Vega Discover Basics training course in TalentLMS. Some features have changed, since it was created last fall. Shelby is also relaunching the User Experience Committee. We had excellent response to the call for volunteers and the committee will participate in the upcoming demo of the Innovative mobile app.

VI. Administrative Issues

- a. **ACTION:** Approve new social media and forums policies, General Policy Manual

Coulter (PrairieCat) explained that as we move forward with designing

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and implementing member forums for the support website, we have crafted a policy for forum usage. In addition, we took this opportunity to review our existing social media policy. These policies were then vetted by our lawyer.

MOTION #2

Gove (TF) moved and Ryan (JO) seconded to approve the new social media and forums policies for the General Policy Manual. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- b. Review annual strategic planning survey, discuss needed additions/changes for FY25 planning
Coulter (PrairieCat) stated that every year, PrairieCat puts out a survey to gauge how well we are following the direction of the strategic plan. She presented the strategic plan survey from last year to the Council.
Faulkner (DK) suggested adding in a question to rate their experience with some of the new products/technology that PrairieCat has implemented in the last couple of years. The Council agreed. Coulter will add this in asking about the mobile app, Vega Discover, website upgrade and the new phone notification system.

- c. ACTION: revisions to remote work policy of the employee manual
Coulter (PrairieCat) led a discussion about revising the remote work policy for employees. The policy, which currently does not define PrairieCat's service area was questioned for its lack of clarity. Coulter proposed a revised policy suggesting a maximum of 60 miles from the nearest member library to define the service area, which would still allow employees to commute to member libraries within an hour. The Council questioned the feasibility and fairness of the 60 miles and agreed that the service area should be defined as 50 miles from a member library. Coulter emphasized that any work outside the defined service area would require pre-approval from a supervisor and would only be admissible for emergency situations or for rare special occasions. Wayland (PR) questioned the attire for virtual meetings within the remote work policy. The Council agreed to adopt a policy of casual dress appropriate for a business environment.

MOTION #3

Posinger (SA) moved and McCully (BD) seconded to approve the revisions to the remote work policy, specifying service area and virtual meeting attire, as discussed. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- d. ACTION: Approve addendum to Innovative contract re: removing iTiva (old) phone system, retaining Encore, arithmetic corrections
Coulter (PrairieCat) explained that we recently replaced our existing iTiva phone notification system with the new Innovative hosted IPA solution. To remove the old iTiva phone system from the pricing schedule of our contract, we need to revise the pricing document from FY22. We also need to retain Encore, which is included in this revision. Coulter also found a minor math error in the overall pricing (they were pricing our annual increase at a slightly higher rate than the 2% included in our contract). This math error has also been corrected.

MOTION #4

Gove (TF) moved and Ryan (JO) seconded to approve the addendum to the Innovative contract as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- e. Discussion, Delegates Assembly recap
Krooswyk (NL) thanked everyone for attending and getting the meeting to quorum. The Council was grateful to the lawyer for presenting on web accessibility under the ADA.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report
- b. Finance Committee – Report from 7/25/2024.
Coulter (PrairieCat) stated that the Finance Committee discussed making changes the Capitol Reserves account for FY26. The Committee agreed to a revision to the PrairieCat's budgeting and reserve handling, suggesting that 2-5% of the operating budget be added to fees for reserves, rather than the existing \$25,000 currently stipulated in the General Policy Manual. Additionally, removing this reserve amount from operating revenues in future budgets will prevent borrowing from savings to cover operational needs. They also expanded the definition of reserves to include software and related services. This will be an ongoing discussion as we move forward with FY26 budgeting.

VIII. Public Comments

Krooswyk (NL) asked if anyone had a policy or best practice for patrons who

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have a preferred name that is not the same as their legal ID name. Diedrich (GA) said that her library uses the preferred name. Brozovich (RP) stated that her library makes an internal note on the person's library card to identify the legal name and the preferred name.

IX. Adjournment

The meeting adjourned at 11:25 am.

Next Meeting – September 6th, 2024, Franklin Grove Public Library