

**PrairieCat Administrative Council
Minutes
February 7, 2025**

The Council met on Friday, February 7, 2025, 10:30 am – 1:00 pm in person at the Seneca Public Library, 210 N. Main Street, Seneca, IL 61260-9318. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07).

1. Call to order, welcome and introductions

Present at Seneca PL: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Barbara Posinger (SA), Beth Ryan (JO), Megan Gove (TF), Michelle Krooswyk (NL), Jenna Diedrich (GA), Chelsey Knippel (PrairieCat), Kelly McCully (BD), Julie Wayland (PR)

Present via Zoom: Ashley Huffines (FP), Laura Watson (HC)

Absent:

Krooswyk (Chair-NL) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

There were no visitors or public comments.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for January 3, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for December 2024

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Faulkner (DK) 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: 11

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that the only upgrading member is Mills and Petrie who is upgrading from Union List to Basic Online.

5.2. Update on current training and engagement projects

5.2.1. Demonstration, new online Vega guide

Smith (PrairieCat) showed the Council the new Vega Guide.

5.2.2. Demonstration, new PrairieCat forums

Smith (PrairieCat) walked through the new PrairieCat forums that has been enabled.

6. Administrative issues

6.1. ACTION: Review, discussion and decision, moving Resource Sharing Committee from a board committee to a standing group, review and approve General Policy Manual changes needed

Coulter (PrairieCat) shared the recommended changes to the General Policy Manual regarding the Resource Sharing Committee. The suggestion has been made that the

Resource Sharing Committee could be moved from an Administrative Council Committee to a standing group in the General Policy Manual. By doing so, the Resource Sharing Committee would be able to meet without the strictures of the Open Meetings Act regarding in-person quorum. This would be helpful with our regular meeting attendance. In addition, we need to clean up the policy to remove standing groups that we no longer have.

MOTION #2

Gove (TF) moved and McCully (BD) seconded to approve the changes to the General Policy Manual moving Resource Sharing Committee from a board committee to a standing group. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 11

Nays: 0

Abstentions: 0

6.2. Discussion, OMA in-person requirements for meetings

Coulter (PrairieCat) stated that while reviewing our responses to the annual strategic planning survey, a suggestion to investigate the potential for a waiver of the OMA in-person quorum requirements stood out. Given that PrairieCat has grown to such an extent, it seemed feasible we may be within the parameters specified in the law for allowing remote access for quorum (such as RAILS enjoys). After discussions with RAILS and our lawyers, PrairieCat is currently slightly in excess of the 4,500 square miles of jurisdiction required for exemption. Several questions remain, however, but believe that a discussion of this issue is warranted at the Administrative Council level. Coulter clarified that this would not mean that everyone can sit in their own offices and join the Zoom call. Everyone would have to go to predetermined locations with the ability to be seen and heard on the Zoom call. Instead of having one meeting location, we would be able to have multiple locations around our service area making it more convenient for members to attend meetings. PrairieCat does have a concern that staffing the meeting locations and ensuring the AV is set up and functional at each location may be difficult. The Council discussed several

scenarios. Preliminarily, PrairieCat needs to figure out set locations that are large enough and have the appropriate technology to be set up and used as a videoconference facility. Then PrairieCat staff will need to test AV before moving forward. The Council agreed to using the videoconference facilities for the Finance Committee. They agreed to continue to meet in person for all Administrative Council meetings. They also agreed using videoconference facilities for three of the four Delegates Assembly meetings and the fourth meeting (April) must be attended in person at one central location. PrairieCat will work on setting up videoconference facilities.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – report from Jan. 29, 2025

Ryan (JO) gave the Resource Sharing Committee update, stating that the Committee discussed becoming a standing committee instead of a board committee. The committee agreed to this change. We also have an open seat on the Committee that needs to be filled. Coulter (PrairieCat) stated since this committee change has been approved earlier in the meeting, she will send an email asking for volunteers to fill that seat. Ryan continued, stating that the Committee also discussed and agreed upon the topic for this year's annual Resource Sharing Summit. This year's topic is Marketing Your Library: Strategies for Success and Accessibility. Lastly, there was a discussion about Vega showcases and some of the carousels were either showing questionable covers or no covers at all. This was specifically happening in the "New Video This Week" carousel. The Committee decided to remove the showcase from all the homepages for now. Libraries will soon be able to do their own customization of their sites and reinstate this carousel if they wish.

7.2. Finance Committee – no report

8. Review of meeting, what worked and what did not

The meeting went well.

9. Public comments

Krooswyk (NL) stated her staff has mentioned that a lot of the on-order records do not get



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

completed and they sit for months and cannot be attached to. Also, graphic novel volumes sometimes create extra work for her staff.

Wayland (PR) stated it was an interesting topic at Delegates Assembly about purging patrons and how we cannot purge because they owe money to other libraries. It was mentioned that the librarians need to communicate with one another about this matter and agree among themselves on what and when such records can be purged.

10. Adjournment

The meeting adjourned at 11:30 am.

11. Next meeting - Friday, March 7th, 2025, at LaSalle Public Library District