



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

PrairieCat Administrative Council Minutes June 6, 2025

The Council met on Friday, June 6, 2025, 10:30 am – 1:00 pm in person at the Peru Public Library, 1409 11th Street, Peru, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06).

1. Call to order, welcome and introductions

Present at Peru Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Beth Ryan (JO), Jenna Diedrich (GA), Julie Wayland (PR), Barbara Posinger (SA), Michelle Krooswyk (NL), Emily Faulkner (DK), Megan Gove (TF), Stephanie Nisson (RU)

Present via Zoom: Shelby O'Hara (PrairieCat)

Absent: Ashley Huffines (FP), Kelly McCully (BD), Laura Watson (HC), Chelsey Knippel (PrairieCat)

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

2. Introduction of visitors and public comments

There were no public comments. Stephanie Nisson introduced herself as the Director of the Rockford University Library.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

- 4.1. Approve minutes for April 4, 2025, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for March and April, 2025
- 4.3. Approve check registers
- 4.4. Statistical reports
- 4.5. Approve meeting dates, FY26

MOTION #1

Gove (TF) moved and Wayland (PR) 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

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mills and Petrie went live a week and a half ago. They upgraded from Union List to Basic Online. Melissa Landis, a PrairieCat staff member, was on site for the Go Live to assist the library staff and answer any questions. PrairieCat will then conduct 4 post Go Live meetings with the library to wrap up the project.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat has 70 members who have signed up for the new Innovative Mobile App. We are working on gathering the signed IGAs for the Mobile App. We have shared forms provided by Innovative that the libraries who have signed up for the Mobile App will need to fill out by the end of June. PrairieCat staff has a meeting set up with Innovative in mid-June that is our official Mobile App project kickoff meeting. Coulter (PrairieCat) explained that since we have 70 libraries signed up for the Mobile App and our original cost per library was based on 60 libraries, so the per library cost will likely go down. Once we receive the updated cost from Innovative, we will let everyone know. Diedrich (GA)

asked if there will need to be a new IGA signed since the cost will go down. Coulter stated that since the cost is less, we will not have to have a new IGA signed. Gove (TF) asked if we are still planning to rollout the new app in September. Coulter would like to see the rollout happen in late August, but it will have to be up and running by the end of September because our contract with the current app ends on October 25th.

Smith explained that PUG Day planning is well underway with just a few of the 30-minute sessions left to finalize. Look for registration to open and the program schedule released in the next week or so. There is no registration fee, however, attendees able to opt in for lunch and the libraries will be billed \$16/person for lunch.

Coulter stated that last week PrairieCat conducted remote meeting testing over Zoom with Freeport Public Library, New Lenox Public Library, Princeton Public Library and at the RAILS Coal Valley Service Center. This testing was to ensure that we would be able to hold the Delegates Assembly meetings from those 4 locations making it easier for the membership to attend these meetings. This testing was very successful. The Council expressed the need to make sure the membership knows that they must attend in person at one of the four locations.

6. Administrative issues

6.1. Review election results

Coulter (PrairieCat) shared the election results with the Council.

6.2. Recognize departing Council members

Krooswyk (NL) thanked Faulkner (DK) for serving six years on the Administrative Council and presented her with a recognition certificate for her service to PrairieCat and its membership. Coulter (PrairieCat) explained that Watson (HC) is also departing from the Council but was unable to attend this meeting.

6.3. Elect Administrative Council officers for FY26

Chair-Megan Gove (TF)

Vice-Chair-Barbara Posinger (SA)



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

Secretary-Kim Brozovich (RP)

Treasurer-Beth Ryan (JO)

MOTION #2

Diedrich (GA) moved and Krooswyk (NL) seconded to approve the FY26 Administrative Council officers as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.4. Approve Check signers, FY26

Chair-Megan Gove (TF)

Vice-Chair-Barbara Posinger (SA)

Secretary-Kim Brozovich (RP)

Treasurer-Beth Ryan (JO)

MOTION #3

Diedrich (GA) moved and Krooswyk (NL) seconded to approve the FY26 Administrative Council Officers as the FY26 check signers. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.5. Appoint committee chair, Finance Committee

The Council appointed Ryan (JO) as the chair of the Finance Committee.

6.6. Appoint representative to RAILS Consortium Committee

The Council appointed Gove (TF) as the representative for the RAILS Consortium Committee.

6.7. 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 #6

Posinger (SA) moved and Faulkner (DK) seconded to adjourn to closed session. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

7. Reconvene

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

MOTION #7

Faulkner (DK) moved and Diedrich (GA) seconded to approve a 3% cost of living increase and 1% merit increase in salary for Coulter. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

8. Ad Hoc Committee updates



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

8.1. Resource Sharing Committee – Report from summit, 4/11/2025

There was no report.

8.2. Finance Committee – no report

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

The meeting went well.

10. Public comments

There were no public comments.

11. Adjournment

The meeting adjourned at 11:12 am.

12. Next meeting - Friday, July 11, 2025, at the Byron Public Library