**PrairieCat Technical Services Committee**
**Draft Minutes**
**June 12, 2025**

**ATTENDANCE:**

**Members Present:** Bonny (PC), Brozovich (RP), Chapman (RL), Dean (WL), Evans (SY), Finnerty (NC), Groth (EM), Landis (PC), Lemke (DK), Linnell (WL), Nissen (RU), Slanicky (PC), Tedder (PC), Zanelli (PC)

**Members Absent:** Shippy (MX)

**Guests:** Brown (FR), Elsner (HC), Fine (PR), Grega (CC), Hancock (LP), Hotchkiss (LP), Jones (RP), Kozinski (DK), McSweeney (HD), Mladic (LP), Ramirez (DK), Regan (MN), Sangston (MA), Swanson (CC), Thomas (RP), Ward (YK)

**1. Call to Order / Welcome**
**T**he meeting was called to order at 9:31 am.

**2. Roll Call for Attendance**

**3. Review of Agenda for Additions or Changes**
No changes were made.

Motion by Nissen (RU), seconded by Brozovich (RP), to accept the June 12, 2025, agenda as presented. Motion approved.

**4. Approval of Minutes from February 13, 2025**
Motion by Dean (WL), seconded by Brozovich (RP), to approve February 13, 2025, minutes as written. Motion approved.

**5. Committee Election Results**
**Tier 2 (2 Seats):**

* Alice Groth, East Moline Public Library
* Stephanie Schriner, Kankakee Public Library

**Tier 3 (1 Seat):**

* Jennifer Finnerty, North Chicago Public Library

**At Large (2 Seats):**

* Tracy Evans, Sycamore Public Library
* Jennifer Lemke, DeKalb Public Library

**6. Pending Products and Updates**

**6.1. Member Forums**
Forums are available on the PrairieCat Support Site. To receive email updates, users must subscribe to the forum. Members can post messages, ask questions, and receive replies from other members or staff.

**6.2. NetSupport Notify (NSN)**
Ensure NSN is installed on all workstations. Instructions and the download link are available on the PrairieCat Support Site under Software Downloads.
NSN typically displays notifications for all user logins, both current and new. If notifications are missed due to workstation use across shifts or closed windows, staff are encouraged to communicate important updates directly with their colleagues.

**7. Membership Updates**
Mills & Petrie Memorial Library and Gymnasium upgraded from Union List to Basic Online and went live on May 29, 2025. Putnam County schools are working on entering the collection of their fourth (elementary) building. The building’s collection will be non-holdable until their go-live.

**8. New Topics**

**8.1. Innovative Mobile App**
The Delegates Assembly approved the contract for the Innovative Mobile App. PrairieCat staff will collaborate with Innovative to implement the app and will develop training and marketing materials. A launch is estimated for fall 2025. Libraries that opted in should complete the forms previously emailed to the list. Questions should be submitted via help desk ticket.

**8.2. Vega Discover Courses**
Courses are now available on Talent LMS. These courses assist libraries in customizing their Vega sites. Available courses include:

* Vega Discover Basics
* Vega Discover Showcases
* Vega Discover Site Admin
* User Roles and Home Builder Page

**9. Member Events**

**9.1. PUG Day 2025**
PUG Day 2025 will be held in person on Friday, September 26, 2025, at the Bend XPO in East Moline, IL. Only 30-minute session proposals will be accepted. Registration and session details will be announced in mid-June.

**9.2. New Director Welcome**
A Zoom session for new directors will take place on Wednesday, June 25, 2025, from 10:00 to 11:00 AM. Event and registration information is available on the PrairieCat Support Site under “Events & Meetings.”

**9.3. IPLAR Q&A Sessions**
Multiple sessions are available via Zoom. Registration details are posted on the PrairieCat Support Site under “Events & Meetings.”

**10. Reminders**

**10.1. Cataloging Forms**
Cataloging forms are available under Resources > Forms on the PrairieCat Support Site. A login is required to access them.
Some users have been submitting images in place of completing the text fields, which are often difficult to read. Please provide detailed and complete information in all required fields. Some forms may also require supporting documentation to be scanned and attached.
Upon submission, a help desk ticket is automatically created. Monitor your inbox (including junk or spam folders) for follow-up. Timely responses help ensure quick resolution.
A form titled Custom Cover Images in Vega is available and is currently the most recent addition to the cataloging forms. While it was introduced in August 2024 and is not new, it may be unfamiliar to some members. This form allows PrairieCat staff to assign custom cover images within the Vega interface.

**11. BYPT – "Bring Your Problems Time"**

**11.1. Material Types**
All material types, including those for large print and board books, should be reviewed for accuracy. If any errors are found, submit a help desk ticket for correction.

**12. “Did You Know?” Suggestions**
Send suggestions for the “Did You Know?” feature to melisa.landis@prairiecat.org.

**13. Meeting Review**
No feedback was provided regarding what worked or what did not.

**14. Questions and Comments**

**14.1. NetSupport Notify (NSN)**
A question was raised regarding NSN, as noted in section 6.2. NSN is not new and should already be installed on staff computers. It provides on-screen alerts when system issues arise. The Quick System Status section on the PrairieCat Support Site also provides updates. Green indicates normal status, while red signals problems.
Link: <https://support.prairiecat.info/>

**15. Adjournment**

The meeting adjourned at 9:54 am

**16. Next Meeting**
Thursday, August 14, 2025, at 9:00 AM via Zoom