

## **PrairieCat Administrative Council**

### **Minutes**

### **July 11, 2025**

The Council met on Friday, July 11, 2025, 10:30 am – 1:00 pm in person at the Byron Public Library District, 100 S. Washington St., Byron, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11>).

#### 1. Call to order, welcome and introductions

Present at Byron Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Barbara Posinger (SA), Megan Gove (TF), Stephanie Nisson (RU), Ashley Huffines (FP), Chelsey Knippel (PrairieCat), Penny Bryant (PT), Jason Shirley (BY)

Present via Zoom: Shelby O'Hara (PrairieCat), Kimberly Brozovich (RP)

Absent: Kelly McCully (BD), Michelle Krooswyk (NL), Beth Ryan (JO), Jenna Diedrich (GA),

Gove (Chair-TF) called the meeting to order at 10:30 am.

#### 2. Introduction of visitors and public comments

There were public comments. Jason Shirley introduced himself as the new director at Byron Public Library District.

#### 3. Review agenda for addition/changes

There were no revisions.

#### 4. Consent agenda

4.1. Approve minutes for June 6, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for May 2025

4.3. Approve check registers

4.4. Statistical reports

**MOTION #1**

**Huffines (FP) 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: 7**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mineral Gold Public Library that is currently a Union List member reached out about upgrading to a circulating membership. We are gathering information and will be sending them a quote soon. Coulter (PrairieCat) said that OSF will not be pursuing membership in PrairieCat. They are investigating alternatives more suited to their library.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that the mobile app project is a big focus for the PrairieCat staff in the coming months. We have submitted all the individual forms to the Innovative project team. We are waiting to hear from Innovative about test apps. Our goal for the final implementation of the mobile app is September.

Smith gave an update on PUG Day planning for 2025, stating that the program has been finalized and is available on the PUG Day site. Registration is now open and can be found on the PrairieCat website and on L2. So far, we have 125 people registered. In a few weeks, we will ramp up promotion by sending out more information, posting on social media, and sending out more information on speakers we have scheduled.

Smith continued saying that the Decision Center courses on TalentLMS are in the process

of being updated in coordination with the new individual login process that will be going into effect in August. Decision Center is moving from shared logins to individual logins. Landis (PrairieCat) sent out an email regarding this change.

## 6. Administrative issues

### 6.1. Welcome new Administrative Council Members

Gove (TF) welcomed Byant (PT) and Nisson (RU) to the Administrative Council.

### 6.2. Committee designations for new Administrative Council members

Coulter (PrairieCat) explained that Gove (TF) and Ryan (JO) are currently serving on the Finance Committee. They agreed to continue serving on the Finance Committee.

### 6.3. ACTION: appointment of FOIA and OMA officers

Coulter (PrairieCat) stated that one Administrative Council member needs to volunteer to be a FOIA and OMA officer along with herself. Huffines (FP) volunteered as a FY26 FOIA and OMA officer.

## **MOTION #2**

**Posinger (SA) moved and Bryant (PT) seconded to approve the appointment of Coulter (PrairieCat) and Huffines (FP) as the FY26 FOIA and OMA officers. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 7**

**Nays: 0**

**Abstentions:**

ACTION: Discussion and approval of General Policy Manual changes regarding upgrading member fees

Coulter (PrairieCat) reviewed the upgrades to membership levels portion of the General

Policy Manual. She shared suggested changes. The way it is currently structured is confusing and can cause newly upgraded members to incur more costs than seem reasonable. The issues we are seeing with the Mills and Petrie fees reflects a need to consider changing the language. Mills and Petrie went live on circulation on 5/19, which means that the circulated for only 42 days of the third quarter. We read this to mean that we would apply the FULL UL membership amount paid for the year against the dues of the Basic Online quarter. On further analysis, our interpretation was corrected by the accountants, saying that the Union Listing fees should be pro-rated for just that quarter. This would mean that the library would owe us an additional \$796.16. Coulter believes that if we are prorating the Union List fees, we should also prorate the circulation quarterly fees from the date that the library goes live. Since the library in this case only used 42 of 91 days in the quarter, it seems unfair that we charge them for the entire quarter and then only prorate the UL fees for the period they were circulating. We believe both fees should be prorated to the quarter. Making these changes, the library would owe \$619.37 for the time circulating as a basic online member, less the prorated unused UL fee of \$125.40. In total, the library would owe \$493.97. This would also mean that, given the library has already paid us a fee of \$381.92, the library could still be charged an additional \$112.05. We ask that this amount be forgiven, since this underage is due to our misunderstanding of the current policy.

### **MOTION #3**

**Nissen (RU) moved and Posinger (SA) seconded to approve the changes to the General Policy Manual regarding upgrading member fees. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 7**

**Nays: 0**

**Abstentions:**

ACTION: Discussion and approval, forgiving outstanding fees for newly upgraded member due to potential rule change

Coulter (PrairieCat) restated that we need a motion to approve the forgiving the outstanding fees of \$112.05 for Mills and Petrie.

#### **MOTION #4**

**Huffines (FP) moved and Bryant (PT) seconded to approve forgiving outstanding fees for Mills and Petrie. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 7**

**Nays: 0**

**Abstentions:**

#### 1.1. Discussion, amendment to Article V, Section 3 of the Bylaws regarding Delegates Assembly meetings

Coulter (PrairieCat) stated that upon review of the bylaws, it is suggested that the statement regarding meeting frequency be revised to allow for meetings to be cancelled or rescheduled due to emergency situations or other reasons determined to be appropriate by the Council. Coulter is proposing a change to the Bylaws that would allow the Administrative Council to cancel a Delegates Assembly meeting due to lack of business or emergency situations with the stipulation that the Delegates Assembly meet a minimum of twice per year. Smith (PrairieCat) suggested also changing the wording of Article V, Section 3 under Non-Attendance Fines by removing the “four” in the sentence: “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.” The Council agree to the changes.

#### 1.2. Discussion and approval, Board manual changes

Knippel (PrairieCat) explained that the FY26 Board Manual has been updated and posted

on the website. Administrative Council members are required to review the manual.

1.3. Sign check signature cards

Knippel (PrairieCat) shared the BankOrion Account Agreement and collected the necessary signatures for the for the signature cards.

1.4. Discussion, July remote Delegates Assembly, potential added sites

Coulter (PrairieCat) stated that it has been requested that we add an additional remote site for the Delegate Assembly meetings. It was requested that a library in the Rockford area be added, with that, Woodstock has expressed willingness to be Delegates Assembly location. The Council is not against adding another site for future meetings, however, they agreed to leave the July meeting locations as they are and readdress this in the future.

1.5. Discussion, July Delegates Assembly agenda

Coulter (PrairieCat) shared the agenda for the July Delegates Assembly. She said this is a light agenda and asked for any additional topics of discussion. Huffines (FP) suggested watching a recorded presentation to avoid adding a presentation which could add more technical difficulties. Huffines also asked about any topics that RAILS may have updates on. Coulter will reach out to RAILS. Wayland (PR) suggested a demonstration on LX Starter. Coulter would like to do that; however, LX Starter is not ready for our consortia. Brozovich (RP) suggested a review of Idea Lab and push for libraries to join IUG. Coulter and Smith (PrairieCat) will work on something for the agenda.

2. Ad Hoc Committee updates

2.1. Resource Sharing Committee – No report

2.2. Finance Committee – Report from 6/12/2025 meeting

Coulter (PrairieCat) stated the Finance Committee discussed the need to replace two CDs expiring in August, with approximately \$500,000 between them. Our accountant presented CD rate options for 12-13 and 24-month terms, and the committee recommended laddering two new CDs to maintain liquidity while securing better rates. The group agreed



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to review rates again in August and make a final decision on where to invest the funds, with the goal of keeping each CD under the \$250 FDIC insurance limit.

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

The meeting went well.

4. Public comments

Knippel (PrairieCat) asked the Council if they would like to change the Administrative Council meeting date in January from January 2, 2026, to January 9, 2026. The Council agreed to move that meeting date.

5. Adjournment

The meeting adjourned at 11:17 am.

6. Next meeting - Friday, August 8, 2025, at the Marseilles Public Library