



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

## **PrairieCat Administrative Council Minutes August 8, 2025**

The Council met on Friday, August 8, 2025, 10:30 am – 1:00 pm in person at the Marseilles Public Library, 155 E. Bluff Str., Marseilles, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-08-08) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-08-08).

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

Present at Marseilles Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Megan Gove (TF), Stephanie Nissen (RU), Ashley Huffines (FP), Penny Bryant (PT), Kelly McCully (BD), Kimberly Brozovich (RP), Beth Ryan (JO), Jenna Diedrich (GA)

Present via Zoom: Elena Mendoza (RAILS)

Absent: Michelle Krooswyk (NL), Chelsey Knippel (PrairieCat), Shelby O'Hara (PrairieCat), Barbara Posinger (SA)

Gove (Chair-TF) called the meeting to order at 10:33 am.

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

Elena Mendoza (RAILS) joined the meeting and introduced herself as a RAILS Accountant.

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

There were no revisions.

### **4. Consent agenda**

4.1. Approve minutes for July 11, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for June 2025

4.3. Approve check registers

4.4. Statistical reports

**MOTION #1**

**Diedrich (GA) moved and Nissen (RU seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that the only potential upgrading member we have is Mineral-Gold Public Library. They had reached out requesting a quote to upgrade their membership from Union List to a circulating membership. Coulter (PrairieCat) is waiting for their specific numbers to complete the quote.

5.2. Update on current training and engagement projects

Smith (PrairieCat) explained that PrairieCat's main project right now is the implementation and configuration of the new mobile app. Currently, we are in the testing phase, so about half of the libraries have their individual templates ready and we sent them instructions on how to access those. We are encouraging those libraries to download the app, verify their information and report any issues. PrairieCat hosted two Q&A sessions on the mobile app earlier this week. Once the next round of templates are ready, we will send those out and be able to finalize the dates the app will be available in the app stores. Gove (TF) asked once the app is available in the app store, how will we be able to distinguish between the Innovative app and the Capira app since the Capira app will be available until October. Smith replied that there will be a different icon for the new Innovative app. PrairieCat has created a new PrairieCat On-the-Go icon which will be used in marketing and promotional

materials and will be distinguishable from the Capira app icon. Coulter (PrairieCat) explained that on October 10<sup>th</sup>, the Capira app will have a banner telling users to download the new app.

Smith stated that PUG Day coming up on September 26, 2025, is another big project for the PrairieCat staff. The schedule has been finalized so PrairieCat staff is working on all the little details involved with an in-person event. Registration is close to 200.

## 6. Administrative issues

### 6.1. Discussion, initial Delegates Assembly remote meeting and evaluation of locations

Coulter (PrairieCat) stated that she was very please with how smoothly the first multiple location Delegates Assembly meeting went on July 30, 2025. The Council agreed that they received positive feedback at the locations they attended. Smith (PrairieCat) shared the Delegates Assembly Meeting Format survey results. The weighted average score of 4.3 out of 5 strongly agrees with the new meeting format, though there are still some concerns about travel distances. The Council agreed to add Woodstock as a meeting site for future Delegates Assembly meetings. Coulter also expressed her intent on rotating PrairieCat staff members at each meeting location to help facilitate the administrative needs of the meetings.

### 6.2. ACTION: Discussion and approval, best replacement options for expiring PrairieCat CDs and the reinvestment of funds.

Mendoza (RAILS) gave an update on the current PrairieCat financial audit, stating that everything is proceeding smoothly.

Mendoza presented PrairieCat's investment options, focusing on their upcoming CD maturities. Our current CDs, both held at PMA, expire on August 27<sup>th</sup>. For reinvesting the funds, she recommended laddering the investments by securing a 24-month CD with PMA and a 13-month CD with Bank Orion, which would provide flexibility and potentially higher returns. Mendoza also noted that leaving some funds in PMA's money market account

could be beneficial, as it would leave our account at PMA open for future use. The Finance Committee had previously agreed to this strategy, and Mendoza confirmed that PrairieCat would have approximately \$70,000 over the reinvestment amounts at PMA in liquid balance after the CDs mature. Mendoza stated that PrairieCat can put exactly \$250,000 in BankOrion because we already collateralize with them. Because we do not collateralize with PMA and it would not be beneficial to start collateralizing with them, she recommends putting less than the \$250,000 FDIC insurance coverage limit in the PMA account. The Council discussed the laddering of CDs and the reinvestment of funds, agreeing to leaving \$5,000 in the PMA Money Market account, investing \$250,000 in a 13-month CD with BankOrion and \$231,200 in a 24-Month CD with PMA. The remainder of liquid balance held at PMA will be moved from PMA to Illinois Funds, as that fund is performing better and we would glean a higher rate of interest.

**MOTION #2**

**Ryan (JO) moved and Huffines (FP) seconded to approve leaving \$5,000 in the PMA Money Market account and moving the remainder to Illinois Funds, laddering the investment funds by investing \$250,000 in a 13-month CD with BankOrion and secure the PMA 24-month CD for less than the \$250,000 FDIC insurance coverage limit, including the projected net interest. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

**6.3. Discussion, removing Encore hosting in FY27**

Coulter (PrairieCat) explained that PrairieCat has paid to keep Encore up and running until the end of FY26, June 30, 2026. Hosting Encore costs over \$9,000 annually and is non-compliant with web accessibility laws. The Council agreed to discontinue Encore hosting in FY27 and publicizing the discontinuation six months before the end of FY26.

- 6.4. ACTION:** Discussion and approval, revisions to the PrairieCat Employee handbook regarding the Driving and Jury Duty policies

Coulter (PrairieCat) presented revision to the Driving Policy in the Employee Handbook, stating that the changes were made to comply with the insurance company's requirements for employee-owned vehicles being used for business purposes. We also added in passenger restrictions when driving a personal or company vehicle for business purposes.

Coulter explained the requested changes of the Jury Duty Policy to now include a limit of up to four weeks of paid time off. Ryan (JO) asked what happens if an employee is on jury duty for more than four weeks. Coulter replied that that situation would have to be approved separately. Gove (TF) asked if we should include a sentence that says "exceptions will be approved on a case-by-case basis." The Council agreed to add in that sentence.

### **MOTION #3**

**Nissen (RU) moved and McCully (BD) seconded to approve the revisions to the Driving and Jury Duty policies in the PrairieCat Employee handbook. There was no discussion the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- 6.5. ACTION:** Nominate Megan Gove for IMRF board member position

Gove (TF) discussed her decision to run for a three-year term on the IMRF board, which requires nominations from three IMRF authorized agents.

### **MOTION #4**

**Huffines (FP) moved and Wayland (PR) seconded to approve the nomination of Megan Gove (TF) to the IMRF board of directors. There was no discussion on the motion.**



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**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – No report

7.2. Finance Committee – No report

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

The meeting went well.

9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 11:18 am.

11. Next meeting - Friday, September 5, 2025, at the Yorkville Public Library