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PrairieCat Administrative Council Minutes February 6, 2026

The Council met on Friday, February 6, 2026, 10:30 am – 1:00 pm in person at the Reddick Public Library, 1010 Canal St., Ottawa, IL. The meeting will also be available online via Zoom. [Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-02-06) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-02-06).

1. Call to order, welcome and introductions

Present at Reddick Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Jenna Diedrich (GA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Stephanie Nissen (RU), Penny Bryant (PT), Laura Youngstrom (RL)

Present via Zoom: Shelby O'Hara (PrairieCat), Michelle Krooswyk (NL)

Absent: Beth Ryan (JO),

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

2. Introduction of visitors and public comments

Laura Youngstrom, Director at Reddick Public Library, introduced herself.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for January 9, 2026, PrairieCat Administrative Council meeting

4.2. Approve financial report for December 2025

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that we are waiting to hear back from several of our Union List members who requested quotes for upgrading. We will keep the Council posted when we hear back for these members.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that the Engagement Committee will begin planning Pug Day 2026. This will be a virtual event. In the past we have done a two-day virtual event with recordings available after if the presenter agrees to record. At the next Engagement Committee meeting we will likely dates and get that on the calendar. Once the date is established we will be able to start recruiting outside presenters and put a call out for program proposals from the membership of the wider library community. We encourage you and your staff to be thinking about presenting a program for PUG Day.

Smith continued, stating that O'Hara (PrairieCat) is working on the mobile app content management system videos for the backend of the mobile app. We had the Account Portal update this week and it did not go well. It went live, but quickly broke a lot of things including the mobile app. We responded quickly, putting tickets into Innovative, but this

was a widespread outage throughout North America. We were able to revert to My Bookshelf to get things back up and running. Innovative has a fix scheduled for February 12th for the libraries who chose to keep Account Portal. There is another round of fixed scheduled for March 3rd, which is when PrairieCat is scheduled to upgrade to My Portal again. Once we upgrade, we are not going to turn on Account Linking because we anticipate problems. We will be watching closely to see how the fix on the 12th goes and keep you all informed.

6. Administrative issues

- 6.1. ACTION:** Discussion and decision, adding Martin Luther King Day as a PrairieCat holiday
Knippel (PrairieCat) explained that when PrairieCat was a part of RAILS, we would get Martin Luther King Day as a holiday. When PrairieCat went independent from RAILS, we lost that holiday. We wanted to present adding this back because 50 of our circulating libraries are closed and RAILS is closed with no delivery.

MOTION #2

Offerman (TC) moved and Brozovich (RP) seconded to approve adding Marting Luther King Day as a PrairieCat holiday. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- 6.2. ACTION:** Approve changes to the on-call policy of the Employee handbook
Coulter (PrairieCat) explained that after review, the PrairieCat On-Call Policy in the Employee Handbook needed to be revised. The Policy had been copied from the RAILS Handbook from when we went independent and there were irrelevant information/procedures in the Policy. Coulter presented the On-Call Policy with the

revisions.

MOTION #3

Nissen (RU) moved and Posinger (SA) seconded to approve the changes to the On-Call Policy in the Employee Handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 11

Nays: 0

Abstentions: 0

6.3. ACTION: Approve Ethical AI Policy addition to the Employee handbook

Coulter (PrairieCat) shared the Ethical AI Policy with the Council. She explained that with the rapid expansion of AI, she felt it was important and necessary that PrairieCat add a policy regarding AI in the Employee Handbook. We are also taking this to the Tech Services and Circulation Committees to review and edit accordingly so that it can be added to the manuals and policy documentation.

MOTION #4

McCully (BD) moved Bryant (PT) and seconded to approve adding the Ethical AI Policy to the Employee Handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

6.4. Discussion, Resource sharing summit 2026

Coulter (PrairieCat) shared the results of the survey of the Resource Sharing Committee members regarding a topic for the FY26 Summit. We have reserved May 5 at the DeKalb Public Library as the date for the Summit and contacted Amanda Standerfer about

facilitating. The Council agreed on the topic of de-escalation techniques.

6.5. Discussion, recent Innovative support issues

Coulter (PrairieCat) expressed frustration with Innovative's Customer Support, which PrairieCat addressed in a meeting with Innovative's VP of Customer Support last Friday. Coulter discussed ongoing issues with Vega, including server upgrades, data center outages, and mobile app failures that affected library services. She reported that while Innovative acknowledged problems and implemented monitoring solutions, the company's communication and handling of the situation were unsatisfactory. After the meeting with Innovative, they responded to PrairieCat's many concerns with real concrete ways to move forward. They have set up monitoring on PrairieCat's notices so if there are any processes down, they will be flagged and Innovative will know to restart those processes. The Council agreed that a letter to Innovative from this governing body may be necessary but will table this decision until the next Administrative Council meeting, which will be after the planned Account Portal rollout on March 3rd.

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 10:59 am.

11. Next meeting - Friday, March 6, 2026, at the Sandwich Public Library District