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PrairieCat Technical Services Committee
Approved Minutes
November 5, 2026

1. Roll call for attendance

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Elsner (HC), Evans (SY), Fane (LP), Groth (EM), Landis (PC), Lemke (DK), Nissen (RU), Schriner (KK), Slanicky (PC), Tedder (PC), Zanelli (PC).

MEMBERS ABSENT: Dean (WL), Finnerty (NC),

GUESTS: Hancock (LP), McSweeney (HD), Navarro (TC), Richards (EM), Waligorski (NL).

2. Call to order/welcome

The meeting was called to order following confirmation of a quorum, with nine committee members present. The chair thanked members for accommodating the rescheduled meeting and noted that the primary purpose was to discuss proposed changes to the Technical Services meetings and expectations moving forward. Committee members were reminded that only elected committee members are eligible to make motions and vote.

3. Review agenda for additions/changes

No additions or changes were made to the agenda.

4. Approve minutes for August 13, 2026, Technical Services Committee meeting

The following motion was made:

- **Motion to approve the minutes as written:** Evans (SY)
- **Seconded by:** Groth (EM)
- **Vote result:** Motion passed with no opposition

5. New Topics

5.1 Changes to the PrairieCat Technical Services Committee meetings

The chair reviewed the recent survey results, which indicated a strong interest in re-establishing a Technical Services Users Group. The proposed structure will

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transition regular committee meetings to broader Technical Services Users Group meetings, open to a wider membership, while retaining the elected Technical Services Committee for formal decision making and voting. Input from the broader membership may also be gathered through occasional surveys before the committee votes on relevant issues.

5.1.1 Review proposed quarterly meeting frequency and the FY27 schedule

Survey responses supported changing the meeting frequency from bimonthly to quarterly. Meetings will continue to be held on the second Thursday of the month.

The proposed FY27 meeting dates are:

- November 12, 2026
- February 11, 2027
- May 13, 2027

The following motion was made:

- **Motion to approve quarterly meetings and the proposed FY27 schedule:** Chapman (RL)
- **Seconded by:** Evans (SY)
- **Vote result:** Motion passed with no opposition

5.1.2 Discuss annual participation requirements.

The Technical Services Committee approved a new annual participation requirement for PrairieCat member libraries. Each library must have at least one staff member with a Technical Services login to participate in at least one Technical Services User Group meeting per fiscal year (July through June). Participation may be through Zoom or in person (when an in-person option is offered).

- If the library's usual representative is unable to attend, another staff member with a Technical Services login may participate on the library's behalf.

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- Implementation will begin in FY28. Although the requirement has been approved, compliance tracking and enforcement will be delayed until FY28 to give libraries advance notice and time to plan for participation.

- Beginning in FY28, libraries that do not meet the annual participation requirement and do not have an approved exception will be subject to PrairieCat's existing noncompliance policy.

Having a Technical Services login carries the responsibility of staying informed about Technical Services news, updates, events, procedures, and decisions that may affect your library. Attending meetings is an important part of that responsibility. Meeting dates are established well in advance and have remained consistent for many years to help libraries plan accordingly.

We recognize that smaller libraries and schools with limited staffing may occasionally face challenges attending meetings. Requests for exceptions to the annual participation requirement must be submitted in advance for approval.

Representatives who are unable to attend a meeting are expected to review the meeting minutes to stay informed about topics discussed and decisions made. Meeting recordings may also be available as an additional resource, not a replacement for meeting minutes or participation in the group. PrairieCat staff will determine the best way to distribute them. They need to take into consideration storage capacity availability.

See the November 5, 2026, meeting packet for a copy of the **Request for approval to be excused from annual participation** form.

Requests for exceptions would need to be submitted in advance for review and approval. This would provide a way to address legitimate circumstances without eliminating the participation expectation for the membership.

It is proposed that we approve this expectation now but delay implementation of attendance compliance until FY28. This would give member libraries advance notice and an opportunity to plan for participation before the requirement is tracked.

Starting in FY28, this policy would be in effect and libraries that do not meet the requirement for attendance without an approved exception would be subject to PrairieCat's existing noncompliance policy.

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Committee members in attendance felt this is a reasonable expectation for all member libraries and felt that the proposed FY28 implementation timeline and exception process are appropriate. There were no objections.

The following motion was made:

- **Motion to approve the annual participation requirement and the Request for approval to be excused from annual participation with enforcement to begin in FY28:** Nissen (RU)
- **Seconded by:** Chapman (RL)
- **Vote result:** Motion passed with no opposition

6. **Adjournment**

   The meeting was adjourned at 10:25 am.

7. **Next meeting – Thursday, November 12, 2026, via Zoom @ 9:30 AM**