



PrairieCat Delegates Assembly

July 27, 2022

10:00 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, LaSalle, IL 61301

and

Online via Zoom

Please visit L2 for in person registration or click on the link below:

<https://librarylearning.org/event/15007/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_vKkGLaRRgyghgrLm6iwtQ

Minutes

The Delegates Assembly met on Wednesday, July 27, 10 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to Carolyn.coulter@prairiecat.info at least two hours before the beginning of the meeting.

I. Call to order and welcome

Present in LaSalle: Angela Campbell, Emily Faulkner, Megan Gove, Lynette Heiden, Ashley Hopper, Ashley Huffines, Carolyn Coulter, Chelsey DeSplinter, Jason Jensen, Melissa Landis, Laura Long, Andy Newgren, Jacqueline Peterson, Rylie Roubal, Beth Ryan, Elizabeth Smith, Sondra Terry, Rici Dale, Pennie Miller, Patricia Smith, Matt Maturo, Tari Sangston, Kelly McCully, Barbara Posinger, Julie Wayland, Molly DeBernardi, Amy Fry, Stephanie Nissen, Yana Serdyuk

Present via Zoom: Amanda Burger, Amy Walsh, Lou Carlile, Mindy Long, Janet Clark, Deanna Howard, Brittany Gaulrapp, Denise Tollensdorf, Cynthia Cole, Cathy Palmer, Annette Davis, Jeannie Barry, Nick Weber, Lisa Boles, Dixie DeBord, Debbie Griggs, Paige Frechmann, Stephen Bero, Jolene Franciskovich, Emily Kofoid, Britni Hartman, Janice May, Laura Watson, Jennifer Barton, Kimberly Martin, Amy Runkle, Stephen Bertrand, Michelle Bailey, Heather Black, Penny Bryant, Charm Ruhnke, Resa Mai, Jamie Lockwood, Laura Crisp, Jan Ambrose, Kristi Scherer, Deborah Shippy, Carol McSweeney, April Hoste, Kimberly Brozovich, Claire Crawford, Jen Finnerty, Kim Scape, Alaina Tuttle, Julie Voss, Julie Timm, Sarah Flanagan, Sue Stevens, Linda Schreiber, Lynne Noffke, Mary Petro, Michelle Krooswyk, Emma Rose Conway, Amy Freeman, Brenda Weinberg, Cynthia Maxwell, Jenna Diedrich, Victoria Blackmer, Beth Teppen, Karen Lonergan, Valerie Woodley, Magda Bonny, Noreen Bormet, Connie Baele, Maria Meachum, Rene Leyva, Marilyn Calbow

Libraries represented: See vote and quorum sheet.

Faulkner (Chair-DK) started the meeting at 10:03 am. Faulkner welcomed everyone.

The Delegates Assembly met in person and virtually due to the disaster declaration.

- II. Introductions and welcome new delegates or alternates
Alaina Tuttle introduced herself as the new Director and Delegate for Andalusia Township Library. Sue Stevens introduced herself as the new Director and Delegate at Cherry Valley Public Library District.
- III. Introduction of Guests
There were no guests
- IV. Review of agenda for additions/changes
There were no revisions
- V. Public Comments via Zoom Meeting
There were no public comments.
- VI. Consent Agenda
 - a. Approve minutes for April 27, 2022, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports

Motion #1: Gove (TF) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 83

Nays: 0

Abstentions: 0

- VII. Administrative Council Report
 - a. Finance Committee Report – Report from June 16, 2022
Coulter (PrairieCat) gave the report for Finance Committee stating they met on June 16th. The two discussion topics were the FY23 pay scale and the investment decisions. Both topics will be discussed later in the meeting.
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, April 27, 2022 and May 18, 2022.
Coulter (PrairieCat) stated that Charm Ruhnke from Peru was previously the Chair of the Resource Sharing committee, since she has stepped down, Beth Ryan from Johnsbury will be taking over as Chair of the committee. The committee will be meeting today to further discuss the RFIs and bids for IT support along with the survey results and talking next steps.

Coulter also mentioned that Innovative has released the Vega Discover software for consortia. The PrairieCat server is being built this week and we have a configuration meeting and administration meeting scheduled with our staff. Watch for an email soon asking for info so we can begin creating everyone's instance.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
Smith (PrairieCat) gave the membership update stating that Putnam County Schools is adding their primary building. They are a Basic Online member and received a grant that allows school staff to work on adding items over the summer. Rock Island Public Library, a Fully Participating member, is adding their Watts-Midtown Branch and their

staff will be starting to add items soon. Their projected Go Live is Fall 2022. Mt. Carroll Public Library is upgrading from Union List to Basic Online and working on record clean up.

Smith continued with new members. Lostant Community Public Library continues to add items. North Chicago Public Library is joining as a Fully Participating member. This is a full migration, migrating patrons, items, bibs and circulation data. PrairieCat staff are in full swing with this project, holding weekly meetings with the Innovative team and weekly meetings with the integration team at the library. North Chicago's projected Go Live is at the end of October 2022.

Smith stated that PrairieCat has had 17 new directors during FY22. PrairieCat hosted a virtual New Directors meeting in July with six of the new directors attending. This meeting is a chance for PrairieCat staff to touch base with the new directors and explain the core services we provide.

Smith reminded the Delegates that the PUG Day 2022 schedule is now live and library staff is encouraged to register for any sessions they are interested in. This is a virtual, two-day event held on September 22-23, 2022. You can register for the sessions via Zoom and the schedule can be found on the support site at <https://support.prairiecat.info/documentation/65621>. Sessions will be recorded when possible.

Smith went to discuss training. All of PrairieCat's core training is offered on TalentLMS, the self-paced, online learning platform. During the fourth quarter of FY22, there were more than 230 active users and 652 course completions. In the last month, there have been 30 new user accounts created. PrairieCat continues to offer live, on-demand training for more advanced topics upon request. There 13 live trainings/workshops hosted by PrairieCat staff with member libraries in the fourth quarter of FY22.

- IX. ACTION: Discussion and vote, Hinckley Public Library IGA for upgrade to Fully Participating membership level

Motion #2: Peterson (RY) moved and Campbell (RP) seconded to approve Hinckley Public Library's IGA for upgrade to Fully Participating membership level. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 84

Nays: 0

Abstentions: 0

- X. Review, FY23 PrairieCat staff pay scale
Coulter (PrairieCat) said that at their meeting on 7/1/2022, the Administrative Council voted to accept the proposed pay scale that can be found in the packet for FY23. Per recommendations from HR Source, the scale was adjusted up 1.7% for FY23 to avoid compression.
- XI. Review, investment decision for PrairieCat funds
Coulter (PrairieCat) explained at their 7/1/2022 meeting, the Administrative Council voted to re-invest in Illinois Funds. They made this decision based the information in the memo found in the packet as well as recommendations from the PrairieCat Finance Committee. On 7/6/2022, \$700,000 was moved from our checking account at Bank Orion to the Illinois funds, which is enjoying better interest rates. When our CDs

mature on 8/7/2022, we will redeem our CD with Bank Orion and replenish our checking account. For the past couple of years PrairieCat was earning .5% in the CD. As of yesterday, the Illinois Funds interest rate was 1.682% and seems to keep going up.

- XII. Presentations: Fine Free: The Essential Guide (Melissa Landis)
Landis (PrairieCat) gave a presentation on going Fine Free.
- XIII. Public Comments via previously submitted email (see above), in person or online
Scherer (CR) stated Creston-Dement ran a referendum on June 28 to sell 2.2 million in bonds to build a new library building and it passed at almost 72%.
- XIV. Adjournment
The meeting adjourned at 10:52 am.
- XV. Next regularly scheduled meeting, October 26, 2022, Senica's Oak Ridge Golf Club and online via Zoom.