PrairieCat Administrative Council
Minutes
January 4, 2019

The Council met on Friday, January 4, 2019,
10 am – 3 pm
in person at the Kishwaukee Community College, 21193 Malta, Road,
Malta, IL
The meeting was also available via Level 3 Conference call at
800-747-5150, access code 6234314#

I. Call to order, Welcome and Introductions
Present: Amanda Augsburger (PrairieCat), Penny Bryant (PT), Carolyn Coulter (PrairieCat), Laura Long (EM), Beatrice O'Connell (DK), Lauren Offerman (TC), Emily Porter (BY), Michael Skwara (HC), Elizabeth Smith (PrairieCat), Patti Smith (RO), Julie Wayland (Chair-PR)

Present on the phone: Jacqueline Peterson (RY)

Absent: Andrew Dettman (OR), Jeff Munson (Vice-Chair FG)

Wayland (Chair-PR) called the meeting to order at 10:05 am.

II. Introduction of Visitors and Public Comments
There were no visitors or public comments.

III. Review Agenda for Additions/Changes
There were no revisions.

IV. Consent Agenda
   a. Approve minutes for Dec. 7, 2018 PrairieCat Administrative Council meeting
   b. Approve financial report for November 2018
   c. Approve check register for 11/22/18 to 12/21/18
   d. Statistical reports, November 2018

MOTION #1
Porter (BY) moved and Smith (RO) seconded <u>to approve the consent agenda as presented.</u> There was no discussion on the motion. Motion carried by roll call.

Ayes: 9

Nayes: 0
Abstentions: 0
Notes:

V. Membership Update
   a. Update on upgrading libraries and potential members
      Coulter (PrairieCat) shared Byron CUSD data has been loaded, and the staff are in the process of training. Coulter has followed up with Winnebago, but has not heard back.

   b. Northern8 project update (Amanda Augsburger)
      Augsburger (PrairieCat) shared the N8 project is on schedule. PrairieCat staff will start scheduling trainings in February.

VI. Administrative Issues
   a. Correction to reclassification compensation
      Coulter (PrairieCat) explained that when the Council approved the 5% increase, there was a slight discrepancy in the memo due to a rounding error. This has been corrected.

   b. Discussion, changes to PUG day allowances
      Augsburger (PrairieCat) said the recommendation is in the packet. After reviewing the PUG Day fees and allotments, it is more equitable to increase the Tier 1 allotment from 8 to 12.

MOTION #2
Porter (BY) moved and Wayland (PR) seconded <u>to approve the recommended changes to the PUG Day allotment as presented.</u> There was no discussion on the motion. Motion carried by roll call.

Ayes: 9
Nayes: 0
Abstentions: 0
Notes:

   c. Delegates' Assembly Agenda
      Coulter (PrairieCat) said the Delegates agenda needs some more topics. Coulter said she can add a Syndetics update and do a brief demo. Porter (BY) volunteered to do an inventory demo. Augsburger (PrairieCat) will do a Talent LMS demo.

      Coulter (PrairieCat) said that PrairieCat may have a role in helping to manage OMNI. Porter (BY) said Lisa Powell Williams from Moline is currently managing OMNI. Coulter will reach out to her to start a discussion on this topic. Porter asked what would be the benefit to PrairieCat for getting involved. Coulter said so OMNI resources could be integrated into the catalog.

Augsburger (PrairieCat) suggested an add-on catalog enrichment could be a discussion for Delegates. Coulter (PrairieCat) said perhaps starting with a survey would be best then introduce the survey at Delegates.

Coulter (PrairieCat) suggested room booking as an added service. Peterson (RY) said her school does not have study rooms and as a Union List member it would not be as useful. Peterson said in the school, they already have a Google calendar that is shared among all the staff. Peterson said for other libraries it could be great. Offerman (TC) said Communico has been great for Three Rivers PLD room booking.

Smith (PrairieCat) shared the Delegates meeting in January will be in the dining room. She has requested the rest of the 2019 Delegates Assembly meetings be changed to the dining room.

d. Demonstration and discussion, Talent LMS (Amanda Augsburger)
Augsburger (PrairieCat) shared the Talent LMS demo. PrairieCat is considering using this product for online trainings instead of GoToTraining. This would allow PrairieCat to make on demand and self-paced trainings. This would be helpful for onboarding new staff. The in person trainings would remain as in-person trainings. There is the option to test and quiz trainees and have integrated questions throughout the trainings. Augsburger said there are also surveys, badging, and certification features.

Coulter (PrairieCat) added she hopes this product will help with barcode testing. Long (EM) added the process for a new hire with limited experience can take several months to complete the barcode test; it is very cumbersome.

Augsburger (PrairieCat) said the cost is about $2,200 a year for 100 users a month with unlimited registrants. If we figure out we need more users during a month, then we can reevaluate. Unlimited courses and a custom domain are other features. Courses can be assigned to users.

Augsburger (PrairieCat) said there is room to add other features such as discussion and FAQ so users can look for questions that have already been asked.

Options for training include uploading videos, PowerPoints, etc. Augsburger (PrairieCat) shared the trainings can be set up to have time limits before moving forward. Trainings can be paused and returned to at a later time. Wayland (Chair-PR) said it's helpful because staff would be getting the same,

standardized training. After the training, homework can be assigned as well with PrairieCat staff checking off on the homework. Users can go back and review slides and videos before taking a quiz.

Offerman (TC) asked what part of the budget this would come out of. Coulter said most likely the software line.

Offerman (TC) asked if individual libraries can set up personalized trainings specific to their library. Augsburger (PrairieCat) said that is something they can start looking into, but it would probably be an add-on service. Porter (BY) said what if we recorded some PUG Day sessions and posted those on Talent LMS. Augsburger said that is an option and the Training Committee has several training videos they are working on. We would need to differentiate between the PrairieCat trainings and the trainings from the Training Committee. This would be available for all members. Wayland (Chair-PR) asked about adding trainings on per capita training and other in house training.

Augsburger (PrairieCat) added it would also be great to have a Union List 101, New Director, etc. trainings so the basics of PrairieCat are covered.

VII. Ad Hoc Committee Updates
   a. Resource Sharing Committee – No Report
   b. Finance Committee – No report

VIII. Review of Meeting – what worked and what didn't
   The meeting went well.

IX. Public Comments
   There were no public comments.

X. Adjournment

XI. Next Meeting – Friday, February 8, 2019, Freeport Public Library, 100 E. Douglas Street, Freeport, IL