



**PrairieCat Administrative Council  
Minutes  
February 8, 2019**

The Council met on Friday, February 8, 2019,  
10 am – 3 pm  
via GoTo Training

I. Call to order, Welcome and Introductions

Present via GoTo Training: Amanda Augsburger (PrairieCat), Penny Bryant (PT), Carolyn Coulter (PrairieCat), Laura Long (EM), Beatrice O'Connell (DK), Lauren Offerman (TC), Jacqueline Peterson (RY), Emily Porter (BY), Michael Skwara (HC), Patti Smith (RO), Julie Wayland (Chair-PR)

Absent: Jeff Munson (Vice-Chair FG), Elizabeth Smith (PrairieCat)

Wayland (Chair-PR) called the meeting to order at 10:02 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. Membership Update

a. Update on upgrading libraries and potential members

Bureau Valley Schools is interest in updating from Union List to Basic Online. Coulter (PC), Augsburger (PC), Jensen (PrairieCat), and Slanicky (PrairieCat) met with Bureau Valley's librarian, Kristie Cady via GoTo Meeting and discussed the preliminary details.

Augsburger (PC) asked Porter (BY) to follow up with Byron schools to get closing dates and to ask to contact PrairieCat staff to re-schedule training.

b. Northern8 project update (Amanda Augsburger)

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

V. Administrative Issues

a. ACTION: Approve line item budget transfers

1. An approval could not be completed during this meeting, but Coulter provided an overview. PrairieCat need to have some approvals done for moving money for Talent LMS and iTiva server. Will approve at the next meeting.
- b. Discussion, 4<sup>th</sup> quarter FY19 NIC fees
1. Coulter (PC) explained that if a newly joining library PrairieCat joins the system for more than half a quarter, we bill for the whole quarter. Our practice in the past has been to bill for an entire quarter if the new member has been up on the system for 1/2 the quarter. Because NIC is going live a week short of 1/2 the quarter, the admin council discussed pro-rating out the quarterly amount for the 6 weeks they will be live. Coulter divided the quarterly amount by 13 (number of weeks in the quarter) and multiplied that by 6 (number of weeks they will be live). This money is not in our budget, and Coulter thinks that prorating is a good gesture. Wayland (PR), Smith (RO), and Skwara (HC) are ok with going forward. Long (EM) thinks it is a good way to provide goodwill and has no problem. Bryant (PT) thinks it would be a great inkind gesture. Administrative Council will make a formal decision at the March meeting. Carolyn will pass the info that after consideration, we will prorate the weeks. Going forward the council agrees that if a new member will be joining with less than half a quarter, we will prorate the quarter and if it is half a quarter or more, they have to pay for the full quarter.
- c. Discussion, Innovative contract revisions/corrections (pp. 20-62)
1. Innovative has asked that PrairieCat consider some changes to our existing contract to standardize language. Coulter reviewed the changes and sent the proposed contract to PrairieCat's legal team. Coulter noticed that the SLA portion of the contract (exhibit 4), including how much libraries cost and what service goal level is, availability, PCI and disaster recovery, were now removed.
  2. Wayland (PR) and O'Connell (DK) agreed that anything that was added to the contract per PrairieCat's request should not be removed. Changing boilerplate language is acceptable, but there shouldn't be changes to the actual contract. Skwara (HC) said that his inclination is that we have a contract and we have it for a reason, and if they want to make changes they need to wait until our contract is up. Wayland (PR) agrees.
  3. Porter (BY) suggested that PrairieCat should at least

make an effort by considering any non-consequential changes, and to keep in mind the relationship with Innovative. O'Connell thinks that we should not rush into it.

4. Coulter agreed that cleaning up the language and removing unnecessary things, like information about the My Library App that PrairieCat has never utilized is acceptable, but that nothing that PrairieCat specified should be removed.

d. Staff hire report

1. Melissa Landis was hired at a level 5.

e. Training Plan review (Amanda Augsburger)

1. Augsburger (PrairieCat) reviewed the training plan for 2019/2020 and highlighted the changes that will be made with streamlining classes, updating manuals and tests, and utilizing Talent LMS. There was discussion about the Barcode test and affirmation that changes are necessary. Augsburger requested emails if any issues come up.

f. Discussion, inclement weather and Delegates Assembly meeting procedures

1. Coulter (PrairieCat) asked if the council would like to refine the process for canceling Delegates Assembly?
  1. After discussion, the consensus was that PrairieCat got the info out two days before, which was an adequate amount of time and it was handled well. There were no suggestions going forward. There was a comment by Smith (RO) that it was helpful knowing early, so that libraries that open at 10am can know the day before.

VI. Ad Hoc Committee Updates

a. Resource Sharing Committee – No report

b. Finance Committee – Report from 1/15/2019

1. Skwara (HC) reports that the Finance Committee is reviewing and brainstorming about the fee structure. It hasn't been reviewed in quite a few years and it is a good practice to regularly review to make sure it is fair and equitable.
2. There was one resignation, Lynette Heiden (CP) and Nick Weber from Woodstock is interested in joining the committee. No objections to him joining.

VII. Review of Meeting – what worked and what didn't

- a. GoTo was a good format for the meeting

VIII. No Public Comments

IX. Adjournment at 11:05 AM

X. Next Meeting – Friday, March 1, 2019, Byron Public Library, Byron, IL