



**PrairieCat Administrative Council
Agenda
March 1, 2019**

The Council met on Friday, March 1, 2019,
10 am – 3 pm
in person at the Byron Public Library, 100 S. Washington Street,
Byron, IL

The meeting will also be 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), Jeff Munson (Vice-Chair FG), Lauren Offerman (TC), Jacqueline Peterson (RY), Emily Porter (BY), Michael Skwara (HC), Patti Smith (RO), Julie Wayland (Chair-PR)

Present on the phone: Beatrice O'Connell (DK)

Absent: Elizabeth Smith (PrairieCat)

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 January 4, 2019 PrairieCat Administrative Council meeting, review and approve minutes from February 8th online meeting
- b. Approve financial report for December 2018 and January 2019
- c. Approve check register for 12/22/18 to 1/21/19 and 1/22/19 to 2/21/19
- d. Statistical reports, January 2019

MOTION #1

Wayland (Chair-PR) moved and Munson (Vice-Chair FG) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

V. Membership Update

- a. Update on upgrading libraries and potential members
Coulter (Prairiecat) shared that Coulter and Augsburger (PrairieCat) will be meeting with Kristie Cady from Bureau Valley on March 19 to discuss Bureau Valley potentially going from Union List to Basic Online. Coulter also spoke with the director of Lanerk PL about possibly upgrading from Union List to Basic Online.

- b. Northern8 project update (Amanda Augsburger)
Augsburger (PrairieCat) shared that the N8 project is on track and training is starting. Elaine from Innovative retired, so Caroline will be taking over. Caroline has been on the project from the beginning, so everything is continuing smoothly. Coulter (PrairieCat) shared that she and Nick from Woodstock had a call with Innovative to figure out how to preserve their series data. It will be preserved. Judy, Gail, Melissa, Sandy, and John have been very busy training and have done a great job keeping things right on time.

VI. Administrative Issues

- a. ACTION: Approve line item budget transfers
Coulter (PrairieCat) explained that the transfers were My Library money we didn't use for the MyLibrary! App from Innovative and use it for Talent LMS and iTiva upgrade. Refer to budget document on page 26 of the packet.

MOTION #2

O'Connell (DK) moved and Skwara (HC) seconded to line budget transfers. There was no discussion on the motion. Motion carried by roll call.

Ayes: 9

Nayes: 0

Abstentions: 0

Notes:

- b. ACTION: reclassification, HR and Administrative Assistant
Coulter (Prairiecat) shared that she reached out to HR Source to review the HR and Administrative Assistant position. As the fiscal year has gone along, the incumbent has been doing more HR work, so there was review of similar jobs to reclass the job. The incumbent already at the appropriate pay grade, but the classification should be changed.

MOTION #3

Munson (FG) moved and Long (EM) seconded to approve the reclassification of the HR and Administrative Assistant position. There was no discussion on the motion. Motion carried by roll call.

Ayes: 8

Nayes: 0

Abstentions: 0

Notes:

- c. ACTION: prorating NIC 4th quarter fees
Has been discussed already on February 1, but Coulter (PrairieCat) shared that it needs to be approved.

MOTION #4

Wayland (PR) moved and Offerman (TC) seconded to approve prorating NIC 4th Quarter Fees. There was no discussion on the motion. Motion carried by roll call.

Ayes: 8

Nayes: 0

Abstentions: 0

Notes:

- d. ACTION: Approve Nick Weber, Woodstock, to Finance Committee
Coulter (PrairieCat) shared that Nick Weber from Woodstock, as previously discussed, would like to join the finance committee.

MOTION #5

Skwara (HC) moved and Bryant (PT) seconded to approve Nick Weber from Woodstock joining the Finance Committee. There was no discussion on the motion. Motion carried by roll call.

Ayes: 8

Nayes: 0

Abstentions: 0

Notes:

- e. ACTION: Appoint nominating committee for upcoming elections
Coulter (PrairieCat) shared that for the upcoming elections there will be two at-large seats available, but Dettman (OR) resigned, but Smith (RO) can run for her seat. For Tier 1, O'Connell (DK) will not be able to run again, so there will need to be someone nominated there. Porter (BY) can run again for the open Tier 2 seat. There will need to be a new person elected for the academic/special/school seat, and Skwara (HC) is not eligible to run again. The school member will become an at-large position. There are also four positions on the Circulation committee

expiring, but all of the incumbents can run again. There are four expiring on the Technical Services Committee, and three can run again.

Coulter (PrairieCat) shared that traditionally the nominating committee is made up of the executive committee, and asked if there were any volunteers. Skwara (HC), Offerman (TC), and Wayland (PR) volunteered to be part of the nominating committee. The nominations will be the first two weeks of April and the elections will be held the first two weeks of May. There is no motion necessary.

- f. ACTION: Approve Public Library Tier Levels
Coulter (PrairieCat) shared the Public Library Tier Levels on pages 35-27 of the packet for Administrative Council approval.

MOTION #6

Offerman (TC) moved and Skwara (HC) seconded to approve Public Library Tier Levels. There was no discussion on the motion. Motion carried by roll call.

Ayes: 10

Nays: 0

Abstentions: 0

Notes:

- g. Review and discussion, Prophetstown-Lyndon-Tampico IGA (Fully Participating to Basic Online)
Coulter (PrairieCat) shared that Prophetstown-Lyndon-Tampico had requested to step down from Fully-Participating to Basic Online under their previous librarian. They have been paying the Basic Online fees, but never finished the process to step down. They just need their IGA approved at Delegates Assembly so that the change is official.
- 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, April 5, 2019, Princeton Public Library, Princeton, IL