



**PrairieCat Administrative Council  
Minutes**

**May 3, 2019**

The Council met on Friday, May 3, 2019  
10 am – 3 pm

in person at the DeKalb Public Library, 309 Oak Street, DeKalb, 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), Carolyn Coulter (PrairieCat), Laura Long (EM), Lauren Offerman (TC), Emily Porter (BY), Jacqueline Peterson (RY), Michael Skwara (HC), Patti Smith (RO), Julie Wayland (Chair-PR)

Present on the phone: Elizabeth Smith (PrairieCat)

Absent: Jeff Munson (Vice-Chair FG), Beatrice O'Connell (DK), Penny Bryant (PT)

Wayland (Chair-PR) called the meeting to order at 10:04 am.

- II. Introduction of Visitors and Public Comments  
The Council welcomed RAILS Executive Director, Deirdre Brennan.

- III. Review Agenda for Additions/Changes  
Coulter (PrairieCat) said the Council no longer needs to discuss section VI. A. Prevailing Wage because the state law has been changed. Coulter reviewed this with the PrairieCat lawyer.

- IV. Consent Agenda
- Approve minutes for April 5, 2019 PrairieCat Administrative Council meeting
  - Approve financial report for March 2019
  - Approve check register for 3/22/19 to 4/21/19
  - Statistical reports, March 2019

**MOTION #1**

**Porter (BY) moved and Offerman (TC) seconded to approve the consent agenda with the revised changes. There was no discussion on the motion. Motion carried by vocal acclimation.**

**Ayes: 6**

**Nays: 0**

**Abstentions: 0**

**Notes:**

- V. Membership Update
- Update on upgrading libraries and potential members  
Coulter (PrairieCat) said she sent Marengo-Union Public Library District a quote. The library purchases about \$4,000 in ILL barcodes from PrairieCat

and is close to the N8 libraries.

Coulter (PrairieCat) is also working with Lanark PL, and she will be doing a site visit in August. Coulter said she has talked with Paw Paw Library, but so far the quote has been too high for the library's budget. Coulter has explained the library could apply for a RAILS LLSAP grant for the migration costs. Coulter said if the capital reserve payment could also be covered by the grant that would be a great help to some of these libraries. The libraries are allowed to make the capital reserve payments in installments.

- b. Northern8 project update (Amanda Augsburger)  
Augsburger (PrairieCat) said N8 is live in cataloging and are adding items. N8 will be live for circulation on May 22. The project is on track. The acquisitions migration is happening this week. Porter (BY) shared Ida PL had a nice post on Instagram about the migration. Some PrairieCat staff went to Woodstock PL last week to speak at their staff meeting, which helped answer some of their questions. Augsburger said Woodstock and North Suburban are closed on May 22 because they have to manually check-in items.

Coulter said iTiva is in testing and will roll out soon. This is the new phone notification system. The call will show up as Library Autocall.

## VI. Administrative Issues

- a. Prevailing Wage Resolution  
Based on the language of Public Act 100-1177, which goes into effect on June 1, 2019, PrairieCat no longer needs to approve an annual Prevailing Wage Ordinance.
- b. Final election slate, Administrative Council, Circulation and Tech Services Committees  
Coulter (PrairieCat) said this is the final election slate for Administrative Council and the Committees. There are no contested seats for Administrative Council. The ballot will be available from May 13-24. The new members will be invited to the June meeting and seated in July.
- c. ACTION: Approve addition to the General Policy Manual re: Resource Sharing exemptions  
Coulter (PrairieCat) said this issue was discussed at the Summit in August. The Committee created this list so that specialty items are exempt from Resource Sharing. This will provide guidelines for libraries and PrairieCat staff.

### **MOTION #2**

**Smith (RO) moved and Skwara (HC) seconded to approve the addition to the General Policy Manual re: Resource Sharing exemptions as presented. There was no discussion on the motion. Motion carried by vocal acclimation.**

**Ayes: 6**

**Nays: 0**

**Abstentions: 0**

**Notes:**

- d. Discussion with Deirdre Brennan, RAILS, regarding future planning Brennan (RAILS) introduced herself. She is at the meeting to discuss future planning. She visited RSA yesterday. She does not want the board to jump to any conclusions; this is just the beginning of conversations. RSA is working on a strategic plan with Standerfer. Brennan wants to make sure all of the options are on the table.

RSA is the only LLSAP that is still dependent on RAILS to such a strong degree. Brennan (RAILS) is proud that PrairieCat has achieved staffing independence. To have sustainable funding is the best step for the libraries and the consortia. RAILS wants to support the LLSAPs as they can, but future financial planning is still necessary. Brennan asked RSA to review all of their options during the strategic planning process including a closer relationship with PrairieCat. She is not talking about a merger and does not have any preconceptions of what it may look like. She wants the conversation to be on the list of options.

Porter (BY) asked how Kendal Orrison (RSA) responded. Orrison is open to that conversation. RSA does not have a strategic plan so this is an important opportunity for them as well as implementing a consistent fee structure. RSA does not have as much administrative support as PrairieCat does.

Brennan (RAILS) said RAILS has been studying delivery for years and the consultant has made recommendations. One of the strong possibilities is to move the RAILS East Peoria hub. That is the natural interchange point between the north and south. The current hub is not large enough, which may affect the other delivery hubs. Find More IL may also help with some of these resource-sharing issues.

Offerman (TC) asked how would this look? Brennan (RAILS) said there are a lot of similarities between the functions of PrairieCat and RSA such as cataloging and training even though they are on different systems. Brennan said perhaps there are examples in other states.

Coulter (PrairieCat) said before serious conversations happen, RSA needs to get on a fee structure. There are barriers with RSA being on Sirsi. RSA has 147 libraries. RSA has 31% of schools in their membership and 65% are public libraries. Brennan (RAILS) said PrairieCat has strong leadership and a strong staff, which is a great incentive for members to join the consortium.

Brennan (RAILS) said RSA is hosting a membership Summit in August so it may still be several months until the strategic plan is finalized. RSA is hesitant to move forward with staffing independence because of the IMRF issue. Long (EM) said hopefully RSA will see the progress PrairieCat has made with staffing independence and see that it is doable.

Coulter (PrairieCat) added PrairieCat has several professional catalogers at member libraries who help with the cataloging. RSA does not have as many large libraries to assist with all the cataloging so RSA has hired catalogers. Coulter said the CMC is a great resource for the LLSAPs so she has been trying to work with them to improve their working relationship.

Wayland (Chair-PR) said once RSA has their strategic plan finalized then PrairieCat can certainly have a conversation about options for future planning.

Autographics has an online catalog that may be integrated with Find More IL. Porter (BY) said that could be a great resource for schools and smaller libraries. This project is in the beginning stages.

VII. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from 4/24/2019

Coulter (PrairieCat) said originally the committee was going to host a Resource Sharing Summit in May, but there were not strong topics to discuss. A few of the PrairieCat committees could benefit from focus groups to discuss their mission and vision. The Training Committee and Resource Sharing Committee will have focus groups with consultant, Amanda Standerfer, to discuss their mission and function within the organization.

PrairieCat has gone through a lot of changes with the new Training and Outreach Coordinator position. Augsburger (PrairieCat) said the staff, the Training Committee, and the Coordinator position have overlapping roles. Augsburger said Talent LMS adds another layer. Augsburger said there is a lot of overlap with members serving on committees and the roles of the committees. Perhaps some representation from the Circulation and Technical Services Committees would be helpful at these focus groups.

The Council agreed the focus groups seemed like a great idea.

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, June 7, 2019, Franklin Grove Public Library, Franklin Grove, IL