



**PrairieCat Administrative Council
Minutes**

June 7, 2019

The Council met on Friday, June 7, 2019
10 am – 3 pm

in person at the Franklin Grove Public Library
112 S. Elm St., Franklin Grove, 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), Jeff Munson (FG), 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:

Absent: Jacqueline Peterson (RY)

Wayland (Chair-PR) called the meeting to order at 10:00 am.

II. Introduction of Visitors and Public Comments

Emily Faulkner from DeKalb PL and Michele Arms from Cherry Valley PL joined the meeting. They were elected to the Council effective July 2019.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for May 3, 2019 PrairieCat Administrative Council meeting
- b. Approve financial report for April 2019
- c. Approve check register for 4/22/19 to 5/21/19
- d. Statistical reports, April 2019

MOTION #1

Munson (FG) moved and Smith (RO) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 8

Nays: 0

Abstentions: 0

Notes:

V. Membership Update

a. Update on upgrading libraries and potential members

Coulter (PrairieCat) reported she is meeting with Lanark PL in August. Coulter has reached out to Marengo-Union PLD and Winnebago PLD who have requested quotes in the past, but Coulter has not heard back. Arms (CH) commented that Winnebago was interested in joining NIC (Northern Illinois Consortium) in the past. Coulter said the Rockford area libraries may be more interested in joining PrairieCat now that the NIC libraries are in PrairieCat. Coulter said she can reach out to those libraries in that Rockford area to see if they are interested in more information about joining PrairieCat.

b. Northern8 project update (Amanda Augsburger)

Augsburger (PrairieCat) shared the N8 libraries went live May 22 for circulation. There were a few issues, but they are being worked out. There is an issue with the scoping for Highland CC and Rockford University; Innovative is working on that issue. PrairieCat staff continue to work on cleanup and help desk issues.

Coulter (PrairieCat) added there is also an issue with the sorting that was related to the upgrade that is being worked on.

Arms (CH) said she thought the N8 migration went very smoothly, and she appreciates the effort of PrairieCat staff. Coulter (PrairieCat) said Hutchinson's work on project managing and Lien's efforts on training were very helpful. Coulter said she appreciates all the work of Prairiecat staff and the implementation team for a successful migration.

Porter (BY) asked about the scoping for Juvenile, Adult, YA etc. Augsburger (PrairieCat) said the scoping is dependent on how the item is cataloged so when using the scopes it may not include all items in the search. Augsburger suggested reaching out to Magda Bonny or PrairieCat cataloging staff for more details.

VI. Administrative Issues

a. Review Election Results

Coulter (PrairieCat) said the FY20 election results for the Administrative Council and the Committees are in the packet. All seats are three-year terms unless listed differently.

Administrative Council:

- Academic/School/Special Library Seat | Laura Watson, Highland CC
- At Large Seat (1 year term) | Michele Arms, Cherry Valley PLD

- At Large Seat | Patti Smith, Robert W. Rowe PLD
- Tier 1 Public Library Seat | Emily Faulkner, DeKalb PL
- Tier 2 Public Library Seat | Emily Porter, Byron PLD

Circulation Committee

- At Large Seat | Beth Wood, Robert W. Rowe PLD
- Tier 1 Public Library Seat | Jolyce Abernathy-Morris, New Lenox PL
- Tier 2 Public Library Seat | Jenny Hansen-Peterson, Cherry Valley
- Tier 3 Public Library Seat | Patti Smith, Robert W. Rowe PLD

Technical Services Committee

- At Large Seat | Lora Totton-Schwarz, Woodstock PL
- At Large Seat | Deborah Shippy, Moline PL
- Tier 2 Public Library Seat | Dixie DeBord, Yorkville PL
- Tier 2 Public Library Seat | Dana Fine, Princeton PL
- Tier 3 Public Library Seat | Nicole West, River Valley District Library

- b. Recognize departing members and welcome new members
Wayland (Chair-PR) thanked Skwara (HC) and O'Connell (DK) for their dedicated service on the Administrative Council.

The Council welcomed new members Emily Faulkner from DeKalb PL and Michele Arms from Cherry Valley PL who attended the meeting. Laura Watson from Highland CC was not able to attend. They were elected to the Council effective July 2019.

- c. ACTION: Elect Executive Committee members/officers
The Council discussed who should serve on the Executive Council. The Council agreed Munson (FG) as Chair, Bryant (PT) as Vice-Chair, Offerman (TC) as Treasurer, and Long (EM) as Secretary.

MOTION #2

Porter (BY) moved and Skwara (HC) seconded to approve the Executive Committee members as follows: Munson (FG) as Chair, Bryant (PT) as Vice-Chair, Offerman (TC) as Treasurer, Long (EM) as Secretary. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

- d. ACTION: Approve check signers
The Executive Committee will serve as check signers.

MOTION #3

Wayland (PR) moved and Smith (RO) seconded to approve the Executive Committee members as check signers. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

- e. ACTION: Approve new member for the Finance Committee
Skwara (HC) said there are a few openings on the Finance Committee.
Skwara said Bryon Lear from Moline PL and Jennifer Ryder from Western District Library volunteered for the committee.

MOTION #4

Offerman (TC) moved and Skwara (HC) seconded to approve Bryon Lear (MX) and Jennifer Ryder (WD) as new members of the Finance Committee. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

- f. Review ILL Barcode Policy
Coulter (PrairieCat) said PrairieCat sells blocks of barcodes for \$100 so non-PrairieCat library staff can place holds for their patrons. That revenue is decreasing as more libraries join PrairieCat. Libraries are allowed to roll over the barcodes from year to year. The Council did not make any changes to the policy.
- g. Update, RFP for mobile application
Coulter (PrairieCat) said the RFP is due June 10. Solace, Capira, and possibly Communico will submit RFPs. There is a working group of the User Experience Committee to review and score the RFPs. The group will bring their review to the User Experience Committee then present to the Council. Coulter hopes to bring the mobile application for review by Delegates Assembly in October.

Arms (CH) asked if any of the vendors have consortia using their products. Coulter said that is part of the RFP; she believes they all do. Offerman (TC) said her library uses Communico, and they have been very happy with the vendor. Augsburger (PrairieCat) said Communico has

other products that libraries may enjoy using in addition to the mobile app. Coulter said she asked for customization options on the RFP since many libraries will want to select options for their library.

- h. Report from IUG and Director's Link conferences
Augsburger (PrairieCat) shared she attended IUG. Inspire Discovery is the new platform Innovative is pushing, although it is mostly for academics. The public library version is supposed to be ready by the summer, then the consortia version by the end of the year. Many other attendees were frustrated with the focus on the academic libraries.

Augsburger (PrairieCat) said there was a demo on a programming management model that is in the early stages.

Augsburger (PrairieCat) said she attended a session on auto renewal. One session panelist was using auto renewal with a consortium. Augsburger said she has the contact information of the person. The panelist shared auto renewal has dramatically reduced the libraries fine revenue, but also increased circulation statistics. Coulter (PrairieCat) said libraries would have the option to opt-in. The notices are only via email and the language is not very clear. Augsburger said there is some concern about having patrons not understand why some items may not renew. Augsburger said overall it was a positive panel on auto renewal.

Augsburger (PrairieCat) talked with some of the mobile application vendors. She had positive interactions with the Communico rep.

Augsburger (PrairieCat) added she attended some sessions on IdeaLab. She said PrairieCat needs a plan for getting more involved so we have more likes and comments to get ideas through. The system is numbers based so members need to get more involved so enhancements are chosen. Augsburger will share the IdeaLab tutorial information again. There is also an opening for a moderator, which could be another way for PrairieCat to get involved. IdeaLab is managed by Innovative users not Innovative so whether the enhancement gets done by Innovative is another issue.

Arms (CH) asked if there is more information about the Discovery platform. Coulter (PrairieCat) said it is still in the beginning stages for public libraries.

Coulter (PrairieCat) attended Innovative Directors Link. She learned that Innovative is ending development on Sky River, which would have been an option for bibliographic records, and another option instead of OCLC.

Wayland (PR) said she attended the Directors Link conference and enjoyed networking.

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

VIII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #5

Porter (BY) moved and O’Connell (DK) seconded to adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

IX. Vote to reconvene Open Session of Administrative Council Meeting

MOTION #6

Munson (FG) moved and Porter (BY) seconded to reconvene Open Session of Administrative Council Meeting. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

X. ACTION: PrairieCat Director’s compensation, FY20

MOTION #7

Munson (FG) moved and Smith (RO) seconded to approve a 3% raise for the PrairieCat director and an additional two weeks of vacation time for a total of four weeks. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

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

- XII. Public Comments
There were no public comments.

- XIII. Adjournment

- XIV. Next Meeting – Friday, July 12, 2019, Pecatonica Public Library, Pecatonica, IL