PrairieCat Administrative Council
Minutes
August 9, 2019

The Council met on Friday, August 9, 2019, 10 am – 3 pm
in person at the Byron Public Library, 100 S. Washington Street, Byron, 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), Emily Faulkner (DK), Laura Long (EM), Jeff Munson (Chair-FG), Emily Porter (BY), Elizabeth Smith (PrairieCat), Patti Smith (RO), Laura Watson (HC), Julie Wayland (PR)

Present on the phone:

Absent: Michele Arms (CH), Lauren Offerman (TC), Jacqueline Peterson (RY)

Munson (Chair-FG) called the meeting to order at 10:08 am.

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

III. Review Agenda for Additions/Changes
Coulter (PrairieCat) would like to share some statistical information from RAILS at the end of the meeting.

IV. Consent Agenda
   a. Approve minutes for July 12, 2019 PrairieCat Administrative Council meeting
   b. Approve financial report for June 2019
   c. Approve check register for 6/22/19 to 7/21/19
   d. Statistical reports, FY19

   Coulter (PrairieCat) added she included a memo about budget items that varied by over or under 10%. Coulter said many of the overages were due to the NIC migration or the PrairieCat vehicles, which was not an anticipated expense.

   MOTION #1
   Porter (BY) moved and Faulkner (DK) seconded <u>to approve the consent agenda as presented</u>. There was no discussion on the motion. Motion carried by vocal acclimation.

   Ayes: 6
   Nayes: 0

Abstentions: 0

Notes: Smith (RO) and Wayland (PR) were not present for the vote.

V. Membership Update
  a. Update on upgrading libraries and potential members
     Coulter (PrairieCat) and Augsburger (PrairieCat) will be meeting with Lanark PL. This library is currently a Union List library so PrairieCat staff will discuss the benefits of upgrading membership with the library board.

VI. Administrative Issues
  a. Appoint committee member, RAILS Consortia Committee
     Porter (BY) agreed to continue serving on the RAILS Consortia Committee.

  b. ACTION: Approve marketing plan in lieu of charges, Innovative
     Coulter (PrairieCat) said we discussed this marketing plan at the July meeting for the overages in N8 migration fees. Coulter discussed the revisions with Innovative and the changes have been made to the marketing proposal. Once the board approves this, then Innovative will send an agreement. Coulter will then send the agreement to the lawyer for review.

     MOTION #2
     Watson (HC) moved and Bryant (PT) seconded <u>to approve the Innovative marketing plan as presented.</u> There was no discussion on the motion. Motion carried by vocal acclimation.

     Ayes: 6
     Nayes: 0
     Abstentions: 0

     Notes: Smith (RO) and Wayland (PR) were not present for the vote.

  c. Review RAILS FY21 grant application (submitted 8/1/2019)
     Coulter (PrairieCat) said the grant application is included. FY21 is the last year RAILS will support the web server and the website. Coulter is working PrairieCat staff on an IT infrastructure plan. Coulter usually hears back from RAILS in September about the grant.

     Coulter (PrairieCat) clarified this grant is for funding support from RAILS. RAILS grants funds for all the LLSAPs. Coulter also requests in-kind services from RAILS such as the building, IT support, accounting services, etc. Last year, RAILS divided the grant funds then did not charge for the in-kind services.

  d. Update, RFP for mobile application

Coulter (PrairieCat) said the Capira demo was on August 6. The recording is available. The Solus demo is on August 12. After those demos, the User Experience Committee will rate the demos then make a recommendation to the Administrative Council. Coulter said this is a new opt-in service that PrairieCat would be offering. Coulter said she does not think it needs to be taken to Delegates. Porter (BY) and Long (EM) thought the functionality of the Capira mobile app was great.

Coulter (PrairieCat) said the pricing will depend on how many libraries opt-in. Coulter said Capira is live on several consortia. Solus is the Sierra partner, yet there are no other Sierra consortia live on the app.

Smith (RO) and Wayland (PR) arrived at 10:30 am.

e. Compliance review
Augsburger (PrairieCat) shared the compliance report in the packet. There is information about items added and barcode certification as well as some other data points. The libraries highlighted in yellow are not in compliance. Warren schools and Warren PL have both taken the barcode class, but have not taken the test. Moore Memorial has new staff. Augsburger said many of the libraries who are not in compliance are not adding items. She explained many of them are schools who have limited collection budgets.

Augsburger (PrairieCat) said the net lender and borrower statistics are just for your information; it is not a compliance issue. Long (EM) said there was disproportionate net lending of the Quad Cities libraries. Long said they were hopeful the change to geographic pulling of holds might help. Coulter (PrairieCat) added there was a bug in the system that has been patched. Porter (BY) said she had noticed the system was pulling holds from other libraries even when they were on the shelf. Coulter said we should see next week if the issue is resolved. Long (EM) said this time next year, we should see if the net lender issue is resolved.

VII. Ad Hoc Committee Updates
a. Resource Sharing Committee – report from 7/31/2019
Coulter (PrairieCat) said the Committee discussed the results of the Resource Sharing Summit. The Committee set up a collaborative document to work on getting a mission and vision together using the feedback from the Summit. The vision will go to Delegates for approval and the mission will go to the Administrative Council. Long (EM) said she has a staff person who may be interested in attending the meetings. Smith (PrairieCat) attendees can call into the meeting if attending in person is not an option.

Smith (RO) said it may be too much time between now and the October meeting to finalize the mission and vision. Coulter said she will send a

reminder to the Resource Sharing Committee about the mission and vision. Coulter said she will reach out to Ruhnke to suggest an online meeting sooner.

    b. Finance Committee – no report

    Additional Agenda item: Coulter (PrairieCat) shared the LLSAP Data Analysis report that was compiled by RAILS. The report analyzes the LLSAP fees and libraries served. The percentages of total are helpful for seeing how equitable the fee structure is. Porter (BY) recommended sharing the information at Delegates Assembly. Coulter said PrairieCat's fees are equitable and the progression is steady. Coulter will share the link with the Administrative Council.

VIII.   Review of Meeting – what worked and what didn't
The meeting went well. Wayland (PR) added the PUG Day sessions look great.

IX.   Public Comments
There were no public comments.

X.   Adjournment

XI.   Next Meeting – Friday, September 6, 2019, Princeton Public Library, Princeton, IL