



**PrairieCat Administrative Council  
Minutes**

**February 5<sup>th</sup>**

The Council met on Friday, February 5th, 2021, 10 am – 3 pm  
Via Zoom online. Please visit [L2](#) to register or click on the link below:

[https://railslibraries.zoom.us/meeting/register/tJYtcuiprTItHNBZ\\_O\\_1FUyFELmcJF0uUCfb](https://railslibraries.zoom.us/meeting/register/tJYtcuiprTItHNBZ_O_1FUyFELmcJF0uUCfb)

The Council met virtually due to the coronavirus pandemic in accordance  
with SB 2135.

**PUBLIC COMMENT:** Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Public can also dial in at: +1 312 626 6799 Meeting ID: 958 7769 7742

I. Call to order, Welcome and Introductions

Present via Zoom: Carolyn Coulter (PrairieCat), Emily Faulkner (DK), Laura Long (EM), Lauren Offerman (TC), Elizabeth Smith (PrairieCat), Laura Watson (HC), Chelsey DeSplinter (PrairieCat), Penny Bryant (Chair-PT), Emily Porter (BY), Julie Wayland (PR), Patti Smith (RO), Michele Arms (CH)

Absent: Jeff Munson (FG), Charm Ruhnke (PU)

Bryant (Chair) 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 8th, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for December 2020
- c. Approve check register for 12/27/20 to 1/27/21
- d. Statistical reports

**MOTION #1**

**Watson (HC) moved and Faulkner (DK) 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**

## **Discussion:**

### V. Membership Update

Coulter (PrairieCat) gave the membership update. Lostant is still training is getting ready to buy the necessary equipment with the grant they were awarded. Putnum County has finished scoping and will start adding items soon. Marengo, whose IGA was just approved at Delegates Assembly, will have a preliminary kick off meeting next week. Then a larger kick off meeting will take place. This is a full migration involving Innovative.

### VI. Administrative Issues

#### a. Compliance report

Smith (PrairieCat) reminded the Council of the previous approval to suspend compliance requirements until the State of Illinois enters phase 5, which we currently have not reached. While PrairieCat is not enforcing the compliance rules, they are still tracking the membership's compliance. Smith presented the compliance report stating those highlighted in orange did not meet the requirements and those in yellow need more follow up and assistance.

Smith noted that at the RAILS update, a representative from the state library stated due to COVID, there would not be an enforcement of ILL rules even though the formal waiver expired in October and was not extended.

#### b. ACTION: Resolution to join IMRF

Coulter (PrairieCat) stated the Delegates Assembly passed the participation of PrairieCat staff in IMRF. We now have the resolution from IMRF that needs approval.

#### **MOTION #2**

**Offerman (TC) moved and Smith (RO) seconded to approve the resolution (IMRF Form 1.12) for participation in the Illinois Municipal Retirement Fund (IMRF). There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 9**

**Nayes: 0**

**Abstentions: 0**

#### **Discussion:**

#### c. ACTION: Resolution to appoint IMRF Authorized Agent

Coulter (PrairieCat) explained PrairieCat will need to appoint an Authorized IMRF Agent. Coulter nominated herself as the Authorized Agent.

#### **MOTION #3**

**Porter (BY) moved and Faulkner (DK) seconded to appoint Carolyn Coulter as the IMRF Authorized Agent. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 9**  
**Nays: 0**  
**Abstentions: 0**

**Discussion:**

- d. Update, server migrations  
Coulter (PrairieCat) recapped the Council's approval of the contract with Cherry Hill for hosting. With the start of this migration, Cherry Hill has noticed RAILS used old versions of Drupal on old operating systems. They are going to be charging an addition fee as they continue with this migration, due to the amount of the extra work needed with these older systems. The Council had no additional questions or comments.
- e. Discussion, member update 3/11  
Coulter (PrairieCat) reminded the Council of the upcoming Member Update on March 11 and asked that any topic suggestions be emailed to her at [carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info).

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  
The meeting adjourned at 10:33 am.

XI. Next Meeting – Friday, March 5, 2021, Online via Zoom