



**PrairieCat Administrative Council
Minutes
March 5th**

The Council met on Friday, March 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

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), Emily Porter (BY), Julie Wayland (PR), Patricia Smith (RO), Michele Arms (CH), Jeff Munson (FG)

Absent: Charm Ruhnke (PU), Penny Bryant (Chair-PT)

Arms (Vice-Chair - CH) called the meeting to order at 10:07am.

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 February 5th, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for January 2021
- c. Approve check register for 1/28/21 to 2/27/21
- d. Statistical reports

MOTION #1

Porter (BY) moved and Munson (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

Discussion:

V. Membership Update

Coulter (PrairieCat) stated Marengo's data is in review and making progress. Putnam County School has been scoped and they are in training for item entry. Lostant is also working through training.

Coulter gave a brief Capira update. The issue with patron's taking selfies instead of pictures of their actual ID card is fixed and birthdate was added to the patron registration. The new version will be in the app store in the next couple of days.

Coulter discussed the demonstration with Vega Discovery in the User Experience Committee meeting. Coulter will try to schedule a demonstration for Administrative Council at the April meeting.

Coulter was contacted by RSA. There is a desire to look at the partnership between PrairieCat and RSA. Coulter asked a council member to participate in a meeting between the two organizations. Smith (RO) offered to join the initial discussion meeting.

VI. Administrative Issues

- a. ACTION: Appoint nominating committee for upcoming elections
Coulter (PrairieCat) asked for volunteers to join the nominating committee for the upcoming election. Porter (BY), Offerman (TC) and Smith (RO) volunteered for the committee.

MOTION #2

Wayland (PR) moved and Watson (HC) seconded to appoint Porter, Offerman and Smith as the nominating committee for the FY22 election. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- b. ACTION: Approve Public Library Tier Levels
Coulter (PrairieCat) presented the Tier Levels and stated they remained the same as last year.

MOTION #3

Porter (BY) moved and Long (EM) seconded to approve the Public Library Tier Levels. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 7

Nays: 0

Abstentions: 0

Discussion:

- c. Discussion, membership level eligibility review and budget thresholds for UL/BO/FP

Coulter (PrairieCat) discussed membership level eligibility and budget thresholds. Henry C Adams' three-year average budget still includes a year where they received a large, temporary grant. Waiting another year will put them well into the Basic Online budget category so they should not be penalized. Hinckley Public Library has had a three-year average budget above \$200,000 putting them into Fully Participating. According to PrairieCat's rules, we would have to ask them to upgrade to Fully Participating. The question is whether PrairieCat enforces the rule in the upcoming year or holds off for one year. Smith (RO) suggested holding off for one more year. Offerman (TC) and Munson (FG) agree. The Council agrees to hold off for one year due to the toll the pandemic potentially has on many library budgets.

d. Update, IMRF process

Coulter (PrairieCat) updated the Council on the IMRF process. PrairieCat's membership approval will be on the March 26th board meeting with IMRF. Once approved, PrairieCat can begin working with IC-MARC to prepare for the move on July 1st.

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 10:45 am.

XI. Next Meeting – Friday, April 2, 2021, Online via Zoom