



**PrairieCat Administrative Council  
Minutes  
April 2, 2021**

The Council met on Friday, April 2nd, 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/tJItD0uvpz8vHNFbKIMZs8QHGiHjG3zo3Nps>

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](mailto: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), Charm Ruhnke (PU), Penny Bryant (Chair-PT), Maria Laude (Innovative), Dean Cooper (Innovative)

Absent: Jeff Munson (FG)

Bryant (Chair-PT) called the meeting to order at 10:00 am.

II. Introduction of Visitors and Public Comments

There were no public comments. The council welcomed Dean Cooper, Innovative Account Manager.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for March 5th, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for February 2021
- c. Approve check register for 2/28/21 to 3/27/21
- d. Statistical reports

**MOTION #1**

**Offerman (TC) moved and Smith (RO) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 8**

**Nays: 0**

**Abstentions: 0**

## **Discussion:**

### V. Membership Update

The Marengo-Union Library District migration is moving along smoothly. The Go Live is scheduled for the end of June 2021. Staff have weekly calls with Innovative and the library implementation team.

North Chicago PL requested a quote for PrairieCat membership. They are a little out of PrairieCat territory, but CCS and SWAN are cost prohibitive for the library. Coulter (PrairieCat) sent the quote to the library.

### VI. Administrative Issues

- a. ACTION: Add Engagement Committee to General Policy Manual, Page 2

#### **MOTION #2**

**Long (EM) moved and Arms (CH) seconded to add the Engagement Committee to the General Policy Manual. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

#### **Discussion:**

- b. Discussion, FY22 budget draft, recommendation to Delegates Assembly  
Coulter (PrairieCat) said the RAILS grant is higher than last year which helps keep costs down. The aggregate increase is 1.14% increase. The Finance Committee aimed to keep costs as low as possible considering the COVID-19 crisis and potential impact on tax revenues for libraries. Coulter buffered the health insurance costs for the second half of the budget in case of increases for calendar year 2022. The budget includes a 2% salary increase for PrairieCat staff.

The IMRF board approved PrairieCat membership in IMRF. Coulter (PrairieCat) has included a 15% employer retirement cost in the budget, as the IMRF quote was 14.02%. The budget has significantly decreased PUG Day, travel costs, in person conference attendance, vehicle costs, etc.

Coulter (PrairieCat) also decreased revenues for investment interest. This budget incorporates 10k rather than 25k savings to capital reserves in attempt to keep fees low this year.

- c. Discussion, FY22 Chair position  
Coulter (PrairieCat) shared the duties for chair include reviewing the draft agenda for the monthly meetings. The Chair runs the Administrative Council meetings and the Delegates Assembly meetings. Patti Smith (RO) volunteered to be FY22 board chair.
- d. Review Delegates Assembly agenda  
Coulter (PrairieCat) reviewed the agenda for the Delegates Assembly on

April 28, 2021. Coulter noted RAILS will be doing a presentation on "My Library Is..." and asked for any other topics for the agenda?

Porter (BY) responded that there has been an update with the power plants that she would like to share with the Delegates Assembly. Coulter agreed to add it to the agenda.

- e. Vega Discovery demonstration with Innovative representatives  
Cooper (Innovative) and Laude (Innovative) explained the new Vega Discover and gave a demonstration for the Council.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
- b. Finance Committee – Report from 3/18/2021  
This report will be covered at the May 7, 2021 Administrative Council meeting.

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 11:47 am.

XI. Next Meeting – Friday, May 7, 2021, Online via Zoom